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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 2, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 5, 2002.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of reports on: a public meetings update including a March 20th meeting at the Presidio Branch, and announcing an April 3rd meeting at Ingleside Branch Library, notice of a System Advisory Board position availability, a report on POE related activities, a report on the PLA (Public library Association) and Public Library Director's meetings, a State Legislative Day report, information about Air Conditioning at Chinatown, and this year's budget process.

3. BRANCH LIBRARY NAMING POLICY — ACTION
Presentation and discussion of and possible action to adopt a revision of the Library's Branch Library Naming Policy.
Explanatory document: draft Branch Library Naming Policy revision

4. TIME-OUT & WEBFEAT SOFTWARE DEMO — DISCUSSION
Presentation of and discussion of the Library's Time-Out and WebFeat software.

5. FRIENDS AND FOUNDATION REPORT — DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

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58 SFPL 05/07/04 60

7. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

3/25/02 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/02

Branch Naming Policy **Policy #601**
Section: Facilities
Adopted: June '96

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.

2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review criteria.

4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and determine a recommendation for the name change to the full membership of the Library Commission.

5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.

2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.

3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

M. Culver 04/17/97

RED-LINED VERSION (Compares suggested policy with 1996 adopted policy. Although I have attempted to catch all revisions in the red-lined version, some minor, nonsubstantive changes may appear in the "clean" (non-red-lined) version below that are not indicated in the red-lined version. The "clean " version contains the suggested language. It is difficult to fully track changes since some provisions have been reorganized. A full copy of the existing policy is included for your reference.)

San Francisco Public Library Commission Policy Manual

Branch Naming Policy Policy #601 Section: Facilities
Adopted: June '96

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify ~~the~~ each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone ~~interested in~~ finding a library ~~can therefore immediately~~ to easily ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for any person, living or deceased. However, there may be reasons so compelling that adding ~~a~~ the name of a person to the geographical name of a specific library may be an appropriate honor.

~~The person~~ To be so honored:

~~will~~ a person must be associated with ~~have performed such~~ a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the branch library, the San Francisco Public Library system, the City and County of San Francisco, or the nation. ~~in substantial ways.~~ The depth and breadth of the contributions ~~would~~ must be ~~so~~ obvious and compelling ~~that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will~~ and must reflect a dedication and beneficence to the branch library, the San Francisco Public Library system, the City and County of San Francisco, or the nation over a great span of time;

There must be a strong consensus among library users and residents of the surrounding neighborhood to name the branch library for the proposed individual;

The proposed name should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

The new name should avoid controvery and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution and

it is in the public interest to approve the proposed name.

In summary, ~~naming a library for~~ adding the name of a person to a branch library facility is reserved for the rare individual whose ~~a rarity and that the~~ dedication and service to the branch library, the San Francisco Public Library system, the City and County of San Francisco, or the nation is ~~recognized as rare~~ extraordinary, unique and of the highest quality.

PROCEDURES FOR ~~THE PUBLIC INVESTIGATION OF THE~~ EVALUATING PROPOSALS TO ADD THE NAME ~~CHANGE~~ OF A PERSON ~~TO THE GEOGRAPHIC NAME OF A~~ BRANCH LIBRARY

1. Any member~~s~~ of the Library Commission or member of the public may propose a name ~~change~~ to be added to the geographic name of a branch library facility to the Library Commission in writing or during public open time at any regularly scheduled meeting of the Library Commission. ~~However,~~ The proposal ~~proposer~~ must ~~have done extensive~~ include ~~t~~horough and rigorous research ~~to demonstrate~~ demonstrating that the iproposal ~~or group has met~~ meets the stringent criteria ~~of dedicated service and benefit to the library.~~ set forth in this Policy .

~~2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.~~

~~3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review criteria.~~

~~4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and determine a recommendation for the name change to the full membership of the Library Commission.~~

~~5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission.~~

The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the difficiencies and provide a reasonable opportunity for the proponents to supplement the request.

The President of the Library Commission shall agendize any proposed name change that appears to meet the criteria set forth in this policy for general discussion and receive public comment at ~~several~~ one or more regular or special meetings of the Library Commission. At the request of any member of the Library Commission, or on his or her own initiative, the President may schedule a meeting in the facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility. ~~provide final public comment on the issue, and he or she shall call for a vote on the issue.~~

At any time after giving proponents of a name addition and the public an opportunity to be heard, and upon proper notice in the meeting agenda, the Library Commission shall call for a vote on the issue of whether the proposed name meets the criteria set forth in this policy and whether it is otherwise in the public interest to add the proposed name to the geographic name of a specific branch library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases the geographic name of the facility shall precede the honorific name.

The Library Commission shall require that all costs associated with adding the honorific name to the geographic name, including staff time and material expenses, shall be borne, in part or in whole, by the party desiring the change.

CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY (*Note- for better organization and to avoid inconsistencies within the Policy, paragraph 1,2,3 and 5 of the Criteria have been incorporated into the third paragraph of the policy statement and paragraphs 4 and 6 are included in the "Procedures Section." This section is therefore be omitted. The reorganized criteria are indicated as new text, although the language has only been altered in minor ways to improve clarity and grammar.)*

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.

2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.

3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

M. Culver 04/17/97

SUGGESTED VERSION (WITHOUT RED-LINED TEXT)

San Francisco Public Library Commission Policy Manual

Branch Naming Policy Policy #601 Section: Facilities
Adopted: 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for any person, living or deceased. However, there may be reasons so compelling that adding the name of a person to the geographical name of a specific library may be an appropriate honor.

To be so honored:

a person must be associated with a myriad of services and have dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the branch library, the San Francisco Public Library system, the City and County of San Francisco, or the nation.. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the branch library, the San Francisco Public Library system, the City and County of San Francisco, or the nation over a great span of time;

there must be a strong consensus among library users and residents of the surrounding neighborhood to name the branch library for the proposed individual;

the proposed name should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

it is in the public interest to approve the proposed name.

In summary, adding the name of a person to a branch library facility is reserved for the rare individual whose dedication and service to the branch library, the San Francisco Public Library system, the City and County of San Francisco, or the nation is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A BRANCH LIBRARY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a branch library facility to the Library Commission in writing or during public open time at any regularly scheduled meeting of the Library Commission. The proposal must include thorough and rigorous research demonstrating that the proposal meets the stringent criteria set forth in this Policy .

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the difficiencies and provide a reasonable opportunity for the proponents to supplement the request.

3. The President of the Library Commission shall agendize any proposal that appears to meet the criteria set forth in this Policy for general discussion and receive public comment at one or more regular or special meetings of the Library Commission. At the request of any member of the Library Commission, or on his or her own initiative, the President may schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after giving proponents of a sufficiently documented name addition and the public an opportunity to be heard, and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the crieria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a specific branch library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases the geographic name of the facility shall precede the honorific name.

5. The Library Commission shall require that the costs associated with adding the honorific name to the geographic name, including staff time and material expenses, shall be borne, in part or in whole, by the party desiring the change.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Suggested Process for Library Strategic Plan Development

Date: March 5, 2002

Background

Before the Commission this evening is the *Status Update on Objectives – San Francisco Public Library Draft Strategic Plan 2001 – 2004.* In preparing this status update, staff was very proud of their accomplishments. The draft plan contains 127 objectives. Some action has been taken on 113, or 89%, of the objectives. Also, in gathering status information and reviewing the previous process, we had some key realizations:

- There were too many directions, goals and objectives incorporated in the draft plan. We need to focus our resources on key priorities in order to make significant achievements.
- We chose to select directions that were not service roles developed through the *Planning for Results* work. This did not allow us to compare achievements with other libraries or measure what we were accomplishing by any pre-tested measures.
- The planning process was seen by some as a closed process; and we want to insure that this process is clearly an open one.

Several members of the staff attended a training in December on the *New Planning For Results*, which streamlines the process used previously. Many libraries around the country have used the *Planning for Results* framework; and the revised version, which incorporates feedback from many of these processes, suggests a fairly aggressive timeline and schedule to develop the plan. Because the environment of the City and Library, i.e the passage of Proposition A and other library customer service initiatives, has changed since the work was begun on the current draft plan in 1998, staff recommends that we initiate a new planning process. We anticipate identifying a facilitator to assist us in the process, particularly in structuring the public meetings to accomplish needed work and to be successful.

Proposed Timeline and Workplan

March - April 2002	Provide status report for Commission on current draft plan. Explain process for adopting new plan. Request expressions of interest for Commissioners who would be interested in serving in a lead capacity for new planning efforts.
May - June 2002	City Librarian creates Planning Committee and selects members to include representatives of various stakeholder groups, City departments, two Commissioners, and Library staff. Staff gathers information and materials needed for Planning Committee work.
July 2002	1st Planning Committee meeting – community visioning and preliminary selection of 5-7 library service priorities. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
August 2002	Commission discusses Planning Committee's preliminary service priorities as an agenda item at a Commission meeting. Staff develops strength/weakness/opportunity/threat (SWOT) analysis for library service priorities.
September 2002	2nd meeting held with Planning Committee to review Commission's response and staff's work on SWOT analysis. Committee revises selection of library service priorities and identifies target audiences. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
October 2002	Commission discusses Committee's revised selection of library service priorities as an agenda item at a Commission meeting. Library staff develops activities, identifies resources needed for priorities and preliminary plans to obtain resources. Revised service priorities are used in 2003/04 budget preparation.
November 2002	3rd meeting held with Planning Committee to present draft final plan. This will be an open and noticed meeting. Interested Commissioners and members of the public can attend and observe.
December 2002	Plan presented to Commission as an action item on a Commission meeting agenda. Library Staff develops communication and implementation strategies based on adopted plan.

THE NEW PLANNING FOR RESULTS LIBRARY SERVICE RESPONSES

BASIC LITERACY: A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

BUSINESS & CAREER INFORMATION: A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

COMMONS: A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

COMMUNITY REFERRAL: A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

CONSUMER INFORMATION: A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

CULTURAL AWARENESS: A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

CURRENT TOPICS & TITLES: A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

FORMAL LEARNING SUPPORT: A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

GENERAL INFORMATION: A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

GOVERNMENT INFORMATION: The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

INFORMATION LITERACY: A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

LIFELONG LEARNING: A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

LOCAL HISTORY & GENEALOGY: A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.

SERVICE RESPONSE: CURRENT TOPICS & TITLES

Example of Needs Addressed by this Service Response

A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

What the Library Does and Provides

The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand. The library's collections will be organized in ways that make items easy to find and will be merchandised to the public through the use of displays and display shelving. Staff knowledgeable of the content of best-selling titles and the style of popular authors and performers will offer expert guidance to the public. The library will monitor pre-publication review sources and publisher advertising campaigns in order to anticipate public demand. The library may track personal appearances, media appearances, publicity tours of authors, and the schedules and media reviews of artist's performances for the same reason. The library may offer programs such as book talks, book signings, performances, and exhibits that promote current and forthcoming releases.

Some Possible Components of Current Topics & Titles Service

- Book talks
- Author book signings
- Reader's advisory services
- Preview stations for videos and recordings
- Display shelving
- Drive through check-out and/or return

Target Audiences & Service Aspects

Target Audiences: CURRENT TOPICS & TITLES can be targeted to the general adult public as well as to other age groups such as young adults children.

Service Aspects: A library could choose to narrow the scope of this service by offering a current popular collection of materials in a particular format such as video.

Resource Allocation Issues to Consider

Staff: Staff providing CURRENT TOPICS & TITLES service need to be knowledgeable about popular culture and literature. Staff will need to spend a significant amount of time keeping current with what's *in* and what's *out*. Staff members should have broad personal interests and should frequently read, view, and listen to the types of materials the public is demanding. Skill in marketing and merchandising, including public relations, is an asset.

Collection/Information Resources: Popular demand is the primary criteria for the collection that supports CURRENT TOPICS & TITLES service and, consequently, the collection should reflect library user preferences. Non-fiction and fiction titles, paperbacks and hardbound books, popular magazines and non-print materials such as video and audio formats should be provided. Libraries may offer CD-ROMs, multimedia kits, puppets, and computer games. Quantities of popular titles in all formats should be sufficient to make the library a dependable source of high demand items.

Facilities: Display shelving, display end panels, and other furnishings that allow for the effective merchandising of materials should be provided. Broad aisles that encourage browsing should be a standard design feature. A pleasant atmosphere should be created by providing comfortable chairs and excellent lighting. Innovative approaches to creating unique environments such as coffee bars should be considered.

Technology: Computers can assist staff in providing a high level of reader's advisory service. For example, library users can be supplied with information about authors, musical performers, or movie producers who share a similar style. Offering this type of special service through a library web page or pages should be considered. Libraries may offer listening and viewing facilities for browsing and previewing purposes. The online public access catalog should be available by dialing-in from home and should offer services such as patron initiated holds. The library might provide access to commercial online services, which provide fiction readers' advisory assistance.

Possible Measures to Consider When Developing Objectives

People served

Total number of users served (this measures the total number of users who used a service during a given time period)

- Number of people who attended programs related to current topics and titles.
- Number of people who attended exhibits related to current topics and titles.

Number of unique individuals who used the service (this measures the total number of unique individuals who used the service during a given time period regardless of how many times they used the service)

- Number of unique individuals who participated in the library sponsored new foreign films discussion group.
- Number of unique people who participated in at least one of the library sponsored new books discussion groups.

How well the service met the needs of people served

- Percent of people who used the current fiction collection who indicated on a survey that the materials were useful to them.
- Percent of people who used the video collection who indicated on a survey that the collection met their needs.
- Percent of people who used the media collection who indicated on a survey that they almost always able to find something of interest.
- Percent of people who indicated on a survey that they used the library to obtain recreational materials.

Total units of service delivered

- Circulation of new books.
- Circulation of books on tape.
- Number of times the Readers' Advisory database was accessed.
- Number of unique current titles and topics booklists produced.
- Number of current topics and titles displays created.

Current Topics & Titles Stories

Westlake Porter Public Library (Westlake, OH - Service Population: 30,000)

The Westlake Porter Public Library subscribes to the notion that it takes more than just a good collection of recent materials to offer high quality Current Topics & Titles service. The Library places great emphasis on customer satisfaction in everything it does and customer satisfaction in this service area requires excellence in readers' advisory service. Each monthly reader's advisory meeting includes a presentation and discussion of a different genre or reading topic. Public service staff members make the presentations on which the discussion is based.

The Library also offers *Novelist* on its Internet stations. Additionally, the library staff has been active in building its own database into a powerful readers' advisory tool that is used independently by the public and by the staff in assisting library customers. The Westlake Porter Library distributes 1,000 copies of a publication called *Book Page* each

month. The Library's name, logo and information about its services are imprinted on the front and back covers of this commercial tabloid which covers new and forthcoming titles.

Another example of the Library's attention to customer satisfaction is its policy of buying one additional copy of a title for every two reserves that are placed on an item. Additional copies are purchased through local retail outlets if it appears that normal supply channels will delay getting the materials on the shelf. Weeding in the popular materials collection takes place at least five times each year. Surplus copies of popular titles are sold by the Friends of the Library for $ 3.00 each while they are still relatively new but supply exceeds demand.

Churchill County Library (Fallon, NV - Service Population 21,000)

The odds are in your favor if you're looking for something good to read, view, or listen to in Fallon, Nevada. The Churchill County Library prides itself on being very responsive to public demand and has a collection and usage statistics that reflect its success. The Library enjoys a circulation per capita of nearly seven in spite of having a staff of less than seven full-time equivalents.

Employment in the Fallon area is dominated by the Navy and by mining companies. Pay scales are relatively low; there are many children and at-home moms in the area, and inexpensive recreational opportunities are fairly limited. The Library fills a real need by supplying recreational reading materials, video tapes, books-on-tape, and audio compact discs. Circulation of videos accounts for over 10% of the library's total circulation. The library has also developed significant collections of inspirational and Christian fiction in response to popular demand. The recent addition of public Internet service has added a new dimension to current topics and titles service. Library users can now locate up-to-date information on hot topics such as news, sports, music, and entertainment.

Current Topics and Titles service isn't limited to adults either. The Library is an active participant in the ***Nevada Young Readers*** program. As part of this program, kids cast votes for their favorite books through their public and school libraries. The Library always keeps a good supply of the popular titles identified by the children themselves on hand. The Library offers two story times each week for 3 - 5 year old children and sees these programs as the means of creating new readers.

ALLOCATING RESOURCES

COMMUNITY NEEDS

[The Difference Between Vision and Current Conditions]

⇩

LIBRARY SERVICE RESPONSES

[Service Priorities]

⇩

GOALS

[The Outcome for the Community]

⇩

OBJECTIVES

[Measures of Progress Toward Reaching Goals]

⇩

ACTIVITIES

[What the Library Will Do To Accomplish the Objectives]

⇩	⇩	⇩	⇩
STAFF NEEDED	COLLECTIONS NEEDED	FACILITIES NEEDED	TECHNOLOGY NEEDED

Sandra Nelson, 2001

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
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Commissioners

Susan Hildreth
Acting City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, April 2, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, April 2, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:00PM.

The following members were noted present: Commissioners Chin, Higueras, Steiman, and Streets. Commissioners Coulter and Swig were excused attendance.

Commissioner Bautista's arrival was expected to be delayed.

AGENDA ITEM #1 APPROVAL OF THE MARCH 5, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE MARCH 5, 2002 MINUTES

An anonymous member of the public expressed dissatisfaction with Library website commission meeting minute's lack of public comment summary statements. This person also called attention to the lack of report of criticism of the Foundation on page 6. Mr. Ed Regan found his comments accurately reported. Mr. Peter Warfield commented that there were serious problems of both accuracy and omission in the Minutes citing the City Librarian's Report, those of retired librarian John Coll, and the manner in which the Richmond Branch Library Community meeting was reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MARCH 5, 2002 MINUTES

MOTION: by Commissioner Chin, seconded by Commissioner Steiman for approval of the Minutes of March 5, 2002.

ACTION: AYE 4-0 (Chin, Higueras, Steiman, and Streets)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth informed the Commissioners concerning a recent community meeting held at the Presidio Branch Library on March 20th and at the Ingleside Branch Library to be held on April 3rd. The City Librarian then announced that applications were being taken by the Board of Supervisors to serve during 2002-04 as San Francisco's representative on the BALIS (Bay Area Library and Information Systems) Advisory Board. Ms. Hildreth then called the Commission's attention to the ongoing work in response to the recommendations of the POE (Post Occupancy Evaluation), of the Main Library reporting a delay in the bid process for the Phase I package of projects but progress on addressing the

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President Higueras then recalled and discussed the background and lengthy process, including controversies and hearings at the Board of Supervisors, which had occurred before the much needed air conditioning system was installed at the Chinatown Branch.

AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Deputy City Attorney Catharine Barnes described the most recent changes that she had made in this proposed revision of the Naming Policy. Ms. Barnes identified 10 or 12 major changes in the proposed draft including: removal of references to entities; that the new policy was silent concerning naming for businesses or non-profits; that honoree should be deceased for a period of time; that all of the criteria noted in the existing policy had been consolidated into one place in the proposed new draft; that voting requirements for a name change were clarified to conform with City Charter requirements; that the Commission President would be authorized to reject a proposed name change; that the new draft clarified that any naming would be in addition to the geographic name rather than a renaming of a branch; that out-dated references to Commission committees and a built in waiting period were eliminated; that no alternative means of recognizing suggested honorees was included; and finally, that a new overall criteria that the naming "be in the public interest" was added.

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

An anonymous member of the public commented that the existing policy had been designed in response to a land for naming deal; and suggested that the policy was designed to make naming changes difficult. Mr. Ed Regan commented on the three existing branch libraries named for individuals (Anna Waden-Bayview, Sally Brunn-Noe Valley, and Harvey Milk-Eureka Valley) as well as the proposal to rename the Richmond Branch for the late Sen. Marks and a failed proposal to rename the Parkside Branch Library. Mr. Peter Warfield found a waiting period for naming appropriate, but opposed having the President have discretion to reject proposal, instead suggesting that the entire Commission consider any proposed name change. Mr. Warfield questioned a point raised that required that the costs of the renaming be paid by those requesting the change, finding it unclear as to who would pay or what they would pay. Mr. Warfield suggested that there be no charge to maintain free and equal access. Ms. Sue Cauthen commented that there should be a community groundswell before any change was made and suggested that the proposed change in the name of the Richmond Branch be brought up at planned Branch Bond program community meetings. Ms. Cauthen further suggested that volunteer service to the Library be an important consideration in any name change to be considered.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

In response to questions by Commissioners, Ms. Barnes clarified that the Board of

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Supervisors under the (1996) City Charter has the authority to change the name of a library at its discretion. Vice President Steiman noted that the section of the policy referring to paying the costs of a name change was the result of previous lean budget times for the Library. Vice President Steiman suggested that the policy should clearly state: what groups or entities could be included or not; that it should only consider deceased individuals, that the scope of the policy should remain local; and that naming for non-profits might be considered. President Higueras observed that allowing for a period of time after someone has died allows for appropriate reflection on their contributions and suggested a five year period. President Higueras emphasized that naming should be strongly focused on the local and specific contributions to the library.

Commissioner Bautista joined the meeting at 5:05PM.

Commissioner Chin recommended that voluntary contributions be given the greater weight, not just accomplishments done as a function of doing one's job. There followed a general discussion of possible criteria among the Commissioners including: that an individual should be deceased five years; that service to the nation be dropped as a qualification, that the Commission President convene a meeting in the branch library or community where a name augmentation is proposed, and that all costs should be borne by those proposing the change. It was the consensus of the Commission that developing alternative ways of recognition for support for the library or community leadership recognized in branch libraries should be addressed in a separate policy. Commissioner Chin proposed that even use of the words "name change" be dropped from the proposed policy and that another title be used so as not to encourage people to think of it as an option.

AGENDA ITEM #4 TIME-OUT & WEB FEAT DEMO

Library Technical Services and Automation Chief Vivian Pisano gave an extensive demonstration of the Library's new Time-Out software. Ms. Pisano emphasized that the new systems were very flexible allowing library staff great ability to both manage and track use of library computers.

Public comment on AGENDA ITEM #4 TIME-OUT DEMO

An anonymous member of the public found this presentation raised digital divide issues noting that this software served those whom already had computers. Mr. Peter Warfield expressed appreciation for the demonstration but wished that he could have had an opportunity to use the software himself. Mr. Warfield raised questions concerning equity of access, noting that computer users would have greater access through this system. Mr. Warfield had questions concerning advanced reservations, limits on use, and the range of hours offered. Mr. Warfield also expressed concern with difficulty that users might encounter using the system and asked how the Library would manage the system. Mr. Warfield suggested efforts be made to minimize the use of confusing technical language.

Commission comment on AGENDA ITEM #4 TIME-OUT DEMO

In response to questions by President Higueras, Ms. Pisano explained how the staff planned to address issues such as providing additional time for users and how bookings could be

The number of members of the public who spoke anonymously at this meeting. 1

limited to a three-day period. In answer to a query by Vice President Steiman, Ms. Pisano noted that the company producing the software would provide training for staff in its use. The City Librarian remarked that the software should be in place by late Summer.

AGENDA ITEM #4 WEB FEAT DEMO

Library Information and Resource Management Chief Roberto Esteves gave the Commissioners a detailed demonstration of the capabilities of the Web Feat one step search model. Mr. Esteves noted that the *San Francisco Chronicle* reported that San Francisco was the most wired city in America and that this website tried to help users make the best use of and have better access to the Internet and library resources. Mr. Esteves reported that the Library holds training classes try to keep library users up to date with the latest search processes but that Web Feat offers a one step easy to use model for conducting web searches. Mr. Esteves presented a model screen and described in detail several kinds of search model options, noting that Web Feat allowed for individual customized searches. The Chief of Information and Resource Management noted that the currently available databases required manual processing to gather statistics and that a change to this system could save up to 15 hours of staff time each week. Mr. Esteves discussed a planned usability study that was proposed to identify any problems prior to launch and that afterward there would be a month long evaluation process based on the experience of regular users. Mr. Esteves noted that Allison Head was the consultant who would select the sample of a variety of users and gather staff input in an effort to get a good cross section of experience with this system.

Public comment on AGENDA ITEM #4 WEB FEAT DEMO

An anonymous member of the public commented that these seemed to be a wonderful and needed product if it worked and inquired on how much the software would cost. Mr. Peter Warfield commented on existing problems users experienced with the Library's databases and suggested that there be more training. Mr. Warfield found the new system potentially confusing, noted that there was costs to changing a system that was familiar to users, and inquired regarding the cost of the system and where else it was used.

Commission comment on AGENDA ITEM #4 WEB FEAT DEMO

Vice President Steiman called the proposed new system a positive step and much easier to use. In response to a query by President Higueras, Mr. Esteves commented that use of this system could reduce the use of the Library server, as the searches would be done through the Web Feat server. Mr. Esteves further clarified that there would be a one year contract for use of this system and informed the Commissioners that it was currently being used by the King County Public Library, and the City Librarian noted it was used as well at the Solano and Marin Libraries. In response to a question regarding the library's options with this system by President Higueras, Mr. Esteves further noted that he believed that there would be increased market competition for systems of this type in the coming years. In response to a question by Commissioner Bautista, Mr. Esteves reported that there would be training available for users.

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Martín Gómez Executive Director of the Friends & Foundation reminded the Commissioners of the Friends and Foundation's Annual Library Laureates Dinner scheduled to be held on Monday, April 8th and encouraged Commissioners to participate. Mr. Gomez

then reported that the Friends & Foundation would be providing a letter of credit for their contribution to the preparation of the Excelsior Prop. 14 (State Library Bond) application process. Mr. Gómez then discussed upcoming "Herb Caen Day" writers programs on April 4th.

Public comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public spoke about letters that they had sent to the Commission President and the (San Francisco) *Chronicle* suggesting that the Foundation was inappropriately usurping the power of the Library Commission and Library administration over Prop. A funds in response to a newspaper article that stated that Mr. Gomez had been brought here to remodel the branches. The anonymous member of the public commented that they foresaw Mr. Gómez overseeing expenditures of Prop. A funds as City Librarian in what this person termed a serious usurpation. This person imagined that Ms. Hildreth would withdraw from her role as city Librarian and that Mr. Gómez would conveniently be available to take over the Library. This person termed this a violation of a promised public process to select the City Librarian and a plum for the Foundation. The anonymous member of the public commented that they based their comments on years of experience in how the City and the Library Administration worked.

Commission comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

Commissioner Bautista wondered if the anonymous speaker was joking, and suggested that an apology by the speaker might be warranted.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

President Higueras requested that in light of the unpleasant incident described in a patron's letter that Library Security Chief Rachel MacLachlan bring a report to the Commission highlighting the difficulties and challenges that her staff faced in addressing the complex issues of maintaining user and staff security in the Library's Civic Center location and at the branches. Commissioner Streets suggested that Ms. MacLachlan make regular reports to keep awareness of the difficulties her staff faces at a high level. Commissioner Bautista requested that she receive a copy of the patron's letter.

Public comment on AGENDA ITEM # 7 NEW BUSINESS

An anonymous member of the public noted that they could support almost everything that was said, noting that a great deal of finesse was needed to deal with the problems faced by the library as a result of its Civic Center location. This individual also supported the Commission's review of all of the letters on this matter noting that security was only one of the issues raised.

Agenda item #8 PUBLIC COMMENT

An anonymous member of the public said that their comments in response to Mr. Gómez's Report were not totally serious but were directed toward a point and that they had not intended to offend anyone. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week noting that there was much to be said for uniform hours. Ms. Deborah Doyle, President of the Friends and Foundation and current BALIS Advisory Board representative informed the Commissioners that she would be applying to continue to serve as the Library's BALIS representative and that she would make a report on recent BALIS activities at an upcoming meeting. Mr. Peter Warfield called attention to the 100th Birthday of Langston Hughes and expressed disappointment that the Library had not observed it with reading or others events. Mr. Warfield expressed happiness that the Library had a number of works by Langston Hughes in its collection and read a selection from The Collected Works of Langston Hughes.

AGENDA ITEM #8 ADJOURNMENT

MOTION: by Vice President Steiman, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

The meeting was adjourned at 6:28PM.

Michael Housh, Commission Secretary 4/7/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

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AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY
(Explanatory document: draft Branch Library Naming Policy revision)

Deputy City Attorney Catharine Barnes described the most recent changes that she had made in this proposed revision of the Naming Policy. Ms. Barnes identified 10 or 12 major changes in the proposed draft including: removal of references to entities; that the new policy was silent concerning naming for businesses or non-profits; that honoree should be deceased for a period of time; that all of the criteria noted in the existing policy had been consolidated into one place in the proposed new draft; that voting requirements for a name change were clarified to conform with City Charter requirements; that the Commission President would be authorized to reject a proposed name change; that the new draft clarified that any naming would be in addition to the geographic name rather than a renaming of a branch; that out-dated references to Commission committees and a built in waiting period were eliminated; that no alternative means of recognizing suggested honorees was included; and finally, that a new overall criteria that the naming "be in the public interest" was added.

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limited to a three-day period. In answer to a query by Vice President Steiman, Ms. Pisano noted that the company producing the software would provide training for staff in its use. The City Librarian remarked that the software should be in place by late Summer.

AGENDA ITEM #4 WEB FEAT DEMO

Library Information and Resource Management Chief Roberto Esteves gave the Commissioners a detailed demonstration of the capabilities of the Web Feat one step search model. Mr. Esteves noted that the *San Francisco Chronicle* reported that San Francisco was the most wired city in America and that this website tried to help users make the best use of and have better access to the Internet and library resources. Mr. Esteves reported that the Library holds training classes try to keep library users up to date with the latest search processes but that Web Feat offers a one step easy to use model for conducting web searches. Mr. Esteves presented a model screen and described in detail several kinds of search model options, noting that Web Feat allowed for individual customized searches. The Chief of Information and Resource Management noted that the currently available databases required manual processing to gather statistics and that a change to this system could save up to 15 hours of staff time each week. Mr. Esteves discussed a planned usability study that was proposed to identify any problems prior to launch and that afterward there would be a month long evaluation process based on the experience of regular users. Mr. Esteves noted that Allison Head was the consultant who would select the sample of a variety of users and gather staff input in an effort to get a good cross section of experience with this system.

Public comment on AGENDA ITEM #4 WEB FEAT DEMO

An anonymous member of the public commented that these seemed to be a wonderful and needed product if it worked and inquired on how much the software would cost. Mr. Peter Warfield commented on existing problems users experienced with the Library's databases and suggested that there be more training. Mr. Warfield found the new system potentially confusing, noted that there was costs to changing a system that was familiar to users, and inquired regarding the cost of the system and where else it was used.

Commission comment on AGENDA ITEM #4 WEB FEAT DEMO

Vice President Steiman called the proposed new system a positive step and much easier to use. In response to a query by President Higueras, Mr. Esteves commented that use of this system could reduce the use of the Library server, as the searches would be done through the Web Feat server. Mr. Esteves further clarified that there would be a one year contract for use of this system and informed the Commissioners that it was currently being used by the King County Public Library, and the City Librarian noted it was used as well at the Solano and Marin Libraries. In response to a question regarding the library's options with this system by President Higueras, Mr. Esteves further noted that he believed that there would be increased market competition for systems of this type in the coming years. In response to a question by Commissioner Bautista, Mr. Esteves reported that there would be training available for users.

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Martín Gómez Executive Director of the Friends & Foundation reminded the Commissioners of the Friends and Foundation's Annual Library Laureates Dinner scheduled to be held on Monday, April 8th and encouraged Commissioners to participate. Mr. Gomez

then reported that the Friends & Foundation would be providing a letter of credit for their contribution to the preparation of the Excelsior Prop. 14 (State Library Bond) application process. Mr. Gómez then discussed upcoming "Herb Caen Day" writers programs on April 4th.

Public comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public spoke about letters that they had sent to the Commission President and the (San Francisco) *Chronicle* suggesting that the Foundation was inappropriately usurping the power of the Library Commission and Library administration over Prop. A funds in response to a newspaper article that stated that Mr. Gomez had been brought here to remodel the branches. The anonymous member of the public commented that they foresaw Mr. Gómez overseeing expenditures of Prop. A funds as City Librarian in what this person termed a serious usurpation. This person imagined that Ms. Hildreth would withdraw from her role as city Librarian and that Mr. Gómez would conveniently be available to take over the Library. This person termed this a violation of a promised public process to select the City Librarian and a plum for the Foundation. The anonymous member of the public commented that they based their comments on years of experience in how the City and the Library Administration worked.

Commission comment on Agenda Item #5 FRIENDS AND FOUNDATION REPORT

Commissioner Bautista wondered if the anonymous speaker was joking, and suggested that an apology by the speaker might be warranted.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

President Higueras requested that in light of the unpleasant incident described in a patron's letter that Library Security Chief Rachel MacLachlan bring a report to the Commission highlighting the difficulties and challenges that her staff faced in addressing the complex issues of maintaining user and staff security in the Library's Civic Center location and at the branches. Commissioner Streets suggested that Ms. MacLachlan make regular reports to keep awareness of the difficulties her staff faces at a high level. Commissioner Bautista requested that she receive a copy of the patron's letter.

Public comment on AGENDA ITEM # 7 NEW BUSINESS

An anonymous member of the public noted that they could support almost everything that was said, noting that a great deal of finesse was needed to deal with the problems faced by the library as a result of its Civic Center location. This individual also supported the Commission's review of all of the letters on this matter noting that security was only one of the issues raised.

Agenda item #8 PUBLIC COMMENT

An anonymous member of the public said that their comments in response to Mr. Gómez's Report were not totally serious but were directed toward a point and that they had not intended to offend anyone. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week noting that there was much to be said for uniform hours. Ms. Deborah Doyle, President of the Friends and Foundation and current BALIS Advisory Board representative informed the Commissioners that she would be applying to continue to serve as the Library's BALIS representative and that she would make a report on recent BALIS activities at an upcoming meeting. Mr. Peter Warfield called attention to the 100th Birthday of Langston Hughes and expressed disappointment that the Library had not observed it with reading or others events. Mr. Warfield expressed happiness that the Library had a number of works by Langston Hughes in its collection and read a selection from The Collected Works of Langston Hughes.

AGENDA ITEM #8 ADJOURNMENT

MOTION: by Vice President Steiman, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

The meeting was adjourned at 6:28PM.

Michael Housh, Commission Secretary 5/8/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 1:
Approval of the March 5, 2002 Minutes

"The legal requirement is that minutes be posted on the library's website. There is also a legal requirement that the minutes include citizen summaries. There is a new gambit in that controversy. The website now contains notice that items not made available in electronic format are not included. After contending for more than a year that you were working to solve the technological barriers, this seems to put the onus on the submission. This is not consistent with the legal requirement.

Regarding the minutes, the commission secretary refuses to carry out in these minutes the sense of what is said. An example would be public comment where the first minute of a three minute comment by this anonymous citizen is summarized. I criticized the Foundation and their resistence to criticism. The secretary apparently refused to summarize those comments that had to do with Mr. Carlson's letter."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 2:
City Librarian's Report

"We are informed that the implementation of the post occupancy evaluation is continuing. Ms. Hildreth reports on the existence of a consultant but she can't remember either the consultant's name or the area of expertise. Not exactly the detail that this commission deserves.

The report on the Chinatown air-conditioning is of interest. The issue has been the balance between the capacity of the system and the noise level for the neighbors. Whether all parties are satisfied is something we would like to hear.

There was no report of the David Lee letter. Dr. Lee reported his concerns regarding his experience when he and his children viewed urination in an elevator. He was shocked enough to address his letter to the Supervisors. Both the administration and this anonymous citizen wrote followup letters regarding the issues. One wonders what your reaction would be if it had been reported to you."

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 3:
Branch Library Naming Policy

"One approaches this subject with some trepidation. The Eureka Valley Branch is built on land donated by the McCreary family and that family was told that the library categorically did not name libraries for persons.

Now several libraries are named for persons. The present policy was designed to address the situations in which that the library found itself. We do not want these situations to happen freely and with alacrity. It is a delicate matter. All of those individuals are dead. They were beloved. They have loved ones. And the naming was to honor them.

One library is named for an individual who was on her deathbed when the idea was originally broached.

In one case, several individuals promised to subject the library of charges of homophobia.

The library wants to protect itself from the pressure that can be brought to bear that may cause a distortion in the procedure."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 4a:
Time-out and Webfeat Software Demo (Time-out)

"One often hears the buzz word of the 'digital divide.' This glaring example is like bankers who will loan you money if you can prove you don't need it. The library will let you use a computer if you already have one.

One can imagine the individual who needs to use a computer and who lines up before the opening of the library to be first in the morning who finds that someone sitting in his limo has already signed up. Of course the person in the limo has been using the computer in the limo. It is not necessarily a rational fear.

This does create the impression that those who have access to the internet have preference in scheduling. That is precisely the impression we don't want.

We asked for this presentation because we did not want people perfunctorily timed out of the system. Our questions there still remain."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 4b:
Time-out and Webfeat Software Demo (Webfeat)

"This is a wonderful product and it is very much needed, if it performs as was represented.

It is true that one must look for something in a number of places, some of which did not even exist before.

What comes to mind is that this library undertook what was called a 'stress test' to see how the server would perform under maximum load and it failed. No explanation has yet been offered for that failure.

One wonders what will happen if everyone goes on with a request that calls for maximum resources and searches for something general such as Mark Twain. The point is whether we can support this. There has been no explanation of how much it costs much less the necessity of upgrading the hardware.

I assume I will be assured that this will place no technological burden or financial burden on the library."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 5:
Friends and Foundation Report

"The Chronicle reported that Mr. Gomez was hired to implement the remodeling of the branches. My letter to the editor took the position that this was an inappropriate usurpation by the foundation that created the impression that the discretion of the commission and its responsibility to the voters had been lost.

But that is not my real position and not the scenario that I foresee.

Mr. Gomez will administer the Proposition A funds not as director of the foundation but rather as City Librarian. This is a usurpation of the appointment of the City Librarian.

Ms. Hildreth will find some personal reason to withdraw as City Librarian. Mr. Gomez will be very conveniently available to take on that position and those duties. It would be a feather in the cap of the foundation to have selected the City Librarian instead of the public process that we were promised."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 2, 2002

Item 7:
New Business

"I support almost everything that has just been said. It does take a great deal of finesse to handle a very problematic situation which is a very large six-story building adjacent to a very active Civic Center.

It inherits many of the Civic Center's problems because, in fact, it is the easiest building to get into in Civic Center. So I very much appreciate the staff's problems.

I also very much appreciate your decision to review of the letters on the subject. I think you will find security is only one of the many issues raised by this, and they should all be considered very closely by this commission."

Branch Naming Policy **Policy #601**

Section: Facilities

Adopted: June '96

Revised:

(changes in text shown in **bold** type)

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood **where it is located** or the neighborhood it primarily serves. **This Policy enables** anyone interested in finding a **branch** library **to easily** ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person **or other entity** to the geographical name of a specific library may be appropriate.

To be so honored, a **person or entity must** have performed a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions **shall** be obvious and compelling, and **shall** reflect a dedication and beneficence to the library over a great span of time. **There shall be a strong consensus among that branch library's users and the surrounding neighborhood** to **name the library for the proposed** individual **or group**.

It is our intention that naming a library for a person **or entity** is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

***"The Library Commission reserves the right to consider alternative forms of recognition in addition to naming a branch library to recognize and honor outstanding community leaders."**

PROCEDURES FOR ADDING NAME TO A BRANCH LIBRARY

1. Any members of the Library Commission or a member of the public may **submit a** proposed name **to be added to the geographical name of a library** in writing to the Library Commission or during public open time at any **noticed, public** meeting of the Library Commission. The proposal **shall include** extensive and rigorous research to demonstrate that the individual or **entity suggested meets** the stringent criteria of dedicated service and benefit to the library and all other criteria for naming set forth in this policy **statement**.

2. The President of the Library Commission, in his or her sole discretion, shall determine whether the proposal is sufficiently documented to warrant further consideration by the Library Commission. The President shall agendize proposals that appear to meet policy criteria for Commission consideration at a future duly noticed, public meeting. The Commission may hold a special meeting at the branch to be affected to solicit testimony from members of the public living in the neighborhood should the Commission decide that such a special meeting would be helpful.

3. Members of the public shall have a minimum of 90 days from the date of the meeting at which the Library Commission first considered the proposed name change to submit written comments in favor or opposed to the proposal.

4. After the expiration of the 90 day comment period, the Commission shall act on the proposal at a future duly noticed, public meeting. The Commission shall take public comment on the matter, and shall discuss, and vote on, whether the proposed name change satisfies the criteria set forth in this policy and would be in the public interest to implement. At its discretion, the Commission may refer the proposal to staff for research and analysis prior to voting on the matter. The name change shall be approved or rejected by majority vote of the Commission.

CRITERIA FOR **ADDING A NAME TO THE GEOGRAPHICAL** NAME OF A BRANCH LIBRARY

1. There should be a broad base of agreement on the desire for a name change **within** the neighborhood or community that is served by the branch.

2. The name change should reflect the San Francisco Public Library's mission of free and equal access to information for all.

3. The name change should honor an individual **or entity** that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should reflect the tradition and stability of the library as an institution. The new name should avoid controversy and not promote a transitory cause, however worthy.

6. All costs associated with the name change, including staff time and material expense, should be borne by the parties desiring the change, unless the Commission finds such reimbursement, on the facts of a particular case, to be contrary to the public interest.

7. In all cases, the Library Commission shall find that it is in the public interest to adopt the name change.

M. Housh 2/27/02

SF
P76
#1
4/18/02

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
APR 12 2002
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Bonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING*

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, April 18, 2002

TIME: 4:00 PM

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. APPROVAL OF THE MARCH 21, 2002 MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 21, 2002.
   Explanatory document: draft minutes

2. SITE ACQUISITION: INGLESIDE BRANCH — ACTION
   Presentation and discussion of and possible action to select a site for a new Ingleside Branch Library.
   Explanatory document: site selection memorandum

3. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
   (This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
   This report will consist of *an informational presentation*: Donnell Choy, outline for purchase and sale agreements; regular *reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: none.
   Explanatory documents: current Bond Program budget and schedule documents

4. BRANCH LIBRARY SERVICES OPTIONS — DISCUSSION
   Presentation of and discussion of proposed options to provide Library services during construction phases of the Branch Library Bond Program.

5. EXCELSIOR BRANCH-PROP. 14 APPLICATION — DISCUSSION
   Discussion of the Prop. 14 (State Library Bond) application for the Excelsior Branch Library.
   Explanatory document: Prop. 14 Application outline

6. PUBLIC COMMENT — DISCUSSION
(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.)

7. ADJOURNMENT (motion and public comment required) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. 4/12/02 - **M. Housh, Secretary**

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness, ste. 3900, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary 3/7/02

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Ingleside Branch Library Site Selection
Date: April 18, 2002

Staff is recommending that the Commission approve the Sunset Auto site as the preferred site for the new Ingleside Branch Library and direct the City's Real Estate Division to enter into purchase negotiations with the property owner.

I wanted to recap the history of the Ingleside site selection process for your information. The new Ingleside Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate Division, surveyed the neighborhood for potential sites. The Library held a community meeting on March 28, 2001, in which we presented eight sites for the new library, including the current Bank of America leased facility. The participants clearly narrowed the field of potential sites to four, which included one site that had not been identified by Real Estate. On July 10, 2001, there was an informal site status review with the Friends of the Ingleside Branch Library. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation are as follows:

- 1649 Ocean Ave. - Existing leased location
  Study to review feasibility of building conversion for library use completed.
- 1250 Ocean Ave. - Sunset Auto
  Owner is interested in selling property.
- 1945-1957 Ocean Ave. – Ramallah Hall
  Owner is not interested in selling property. Used by a variety of groups for events which would trigger complex relocation costs.
- 1801-1815 – San Francisco Church Assembly (formerly Red Roof Restaurant)
  Owner is not interested in selling property.

Community members also suggested an additional potential site which was investigated by Real Estate. The site, at 2020 Ocean Ave., currently houses several small businesses including a 7-11, Taco Bell and Kentucky Fried Chicken. The owner did not respond to letters of inquiry regarding interest in selling and relocation costs for current businesses were estimated to be prohibitively high.

With this review, the field has actually narrowed to two sites, the current leased location and the Sunset Auto site. Attached is project cost and background information on both sites. Here is a summary of key points regarding the sites:

Current leased location – 1649 Ocean Ave.

- Excellent, visible location in center of current Ingleside neighborhood
- Project costs for purchase and renovation are $2.2 million over project budget
- Lot size 7,865 square feet, no room for expansion on ground floor
- Feasibility report by Joseph Chow & Associates, Inc. recommends new facility
- Library service impacted during construction closure (21 months)

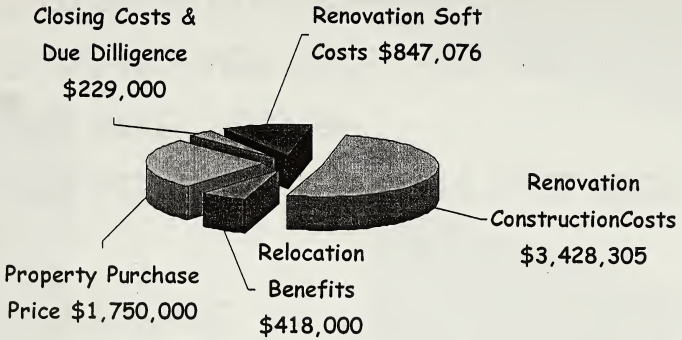
Sunset Auto – 1250 Ocean Ave.

- Location is somewhat removed from center of neighborhood, but City Planning is actively programming this area and anticipate new housing and retail facilities near the site
- Project costs are $384,000 over project budget
- Lot size 11,120 square feet, allowing ground floor expansion
- Concern regarding toxics, will be determined in required testing, seller is required to provide City with clean sight
- Continuous service at current location while new library under construction

A community meeting was held at the library on April 3, 2002. The above information was reviewed; and all participants were informed that the Library would be recommending the Sunset Auto site to the Commission at the April 18th meeting. There was lively discussion regarding the pros and cons of both sites. Most participants were in support of the Sunset Auto site, although some concerns were expressed regarding the location. Other parties have expressed interest in the Sunset Auto site; and we believe that it is important to begin to enter into negotiations in a timely fashion, if the Commission approves this recommendation.

Attachments

1649 Ocean Avenue



- Property Purchase Price $1,750,000
- Closing Costs & Due Dilligence $229,000
- Renovation Soft Costs $847,076
- Renovation Construction Costs $3,428,305
- Relocation Benefits $418,000

Purchase price & Relocation Benefits are estimated based on preliminary inquiry by the Department of Real Estate.

Construction Costs are as estimated in report dated April 2002 by Joseph Chow & Assoc. with funds added for exclusions. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with a construction project of this type. Closing costs include City Attorney, due-diligence reports, Title Insurance, Alta survey, etc.

Moving costs & Real Estate Department are provided for elsewhere.

1649 Ocean Avenue

FORECAST PROJECT COST	$6,672,381
AVAILABLE FUNDS	$4,430,000
DIFFERENCE	($2,242,381)

EARLIEST OPENING DATE FALL 2007

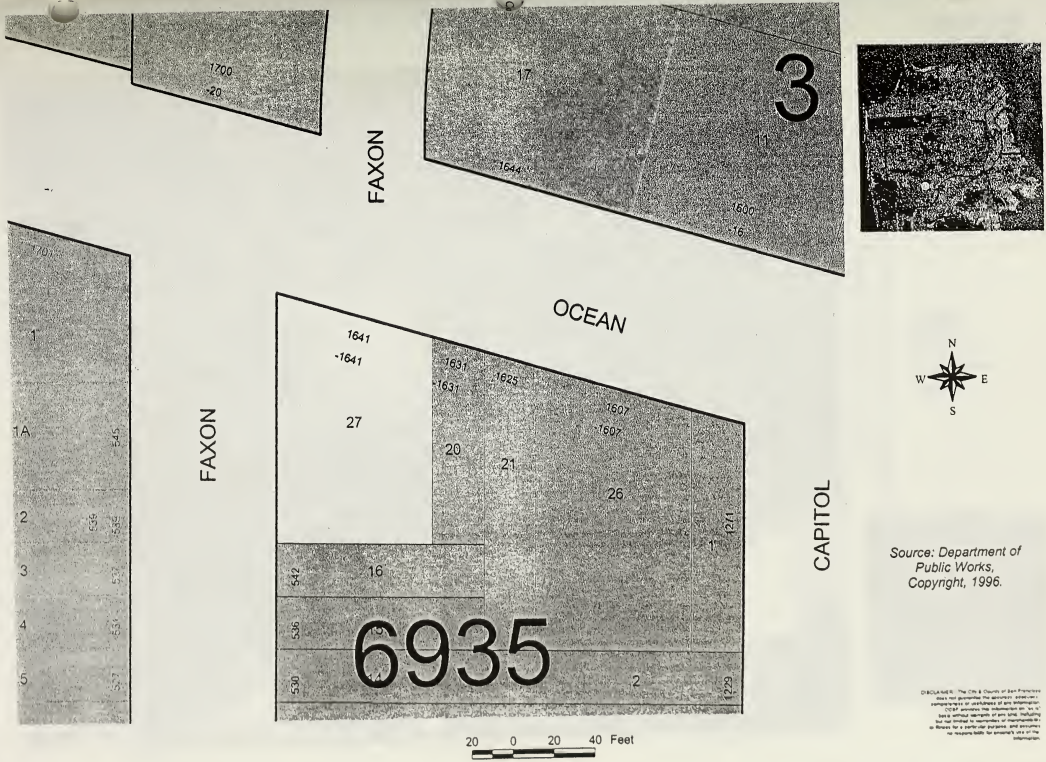
LOT SIZE: 7865 SF

BUILDING NET SIZE: 6000 SF

FUTURE EXPANSION: 0 SF (EASEMENT REQ'D)

TEMPORARY CLOSURE: 21 MONTHS

1649 Ocean Ave.



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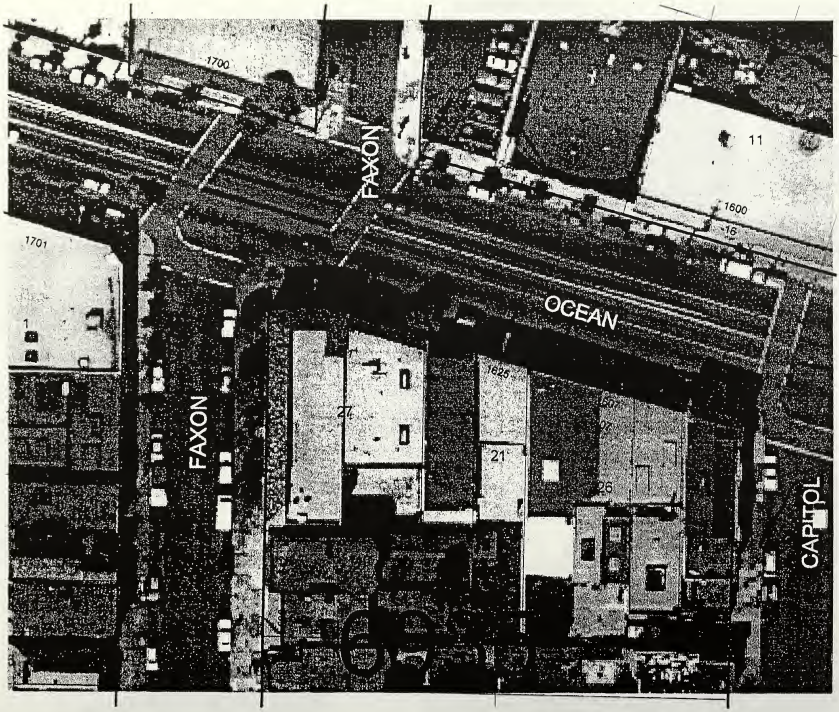
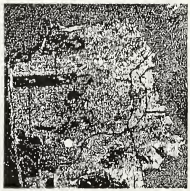
1649 Ocean Ave.





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CITY AND COUNTY OF SAN FRANCISCO
LIBRARY BOND PROGRAM

Assessment Report for

1649 OCEAN AVENUE

San Francisco, California

Submitted By:

JOSEPH CHOW & ASSOCIATES, INC.
650 Delancey Street, Suite 211
San Francisco, California 94107
Tel: 415-777-1288 / Fax: 415-777-2552

April 8, 2002

B. Accessibility: To comply with the City's mandate for accessibility to ease the flow of services and provide the maximum area available for public library services the Library should operate on one level. This would require the demolition of the existing floor slab, site grading, and pouring of a new slab. This work would require the Contractor to shore the existing building and the adjacent building while this work is ongoing.

C. **Technology:** The Library hopes to have up to 20 Public computers and 3 Express computers on line when a new library is opened. It is possible to fit these computers in the new library however some seating and table area dedicated to patron reading, studying, etc. may need to be sacrificed in order to provide enough space for computers use. Due to the existing building structural, available free space, and lack of ceiling plenum space in the Main Reading Room the possibility of adding additional computers would be difficult.

The City will need to upgrade the existing telecommunication infrastructure to accommodate new computers and to allow access to the Internet and the Libraries Intranet.

D. **Seismic and Mechanical/Plumbing/Fire Protection, and Electrical Upgrades:** The existing building structure and utilities are outdated and reaching the end of their useful life. The structure is in need of seismic reinforcing and all utilities should be replaced.

See Structural, Mechanical/Plumbing/Fire Protection, and Electrical Narratives for this Scope of Work.

* * *

As part of our assignment for this project, we are to provide City support in their decision making process for this Library. Whether the City decides to keep the Library in its present location or relocate it the City will need to purchase the land the Library will occupy per Proposition A. The question is whether or not it would be beneficial to renovate the existing library or to construct a new one.

A renovation project would include a major overhaul of the existing HVAC and electrical utilities as well as seismic strengthening. Taking into consideration the complexities of upgrading the building to current building codes and the functionality of the space, as well as the associated time and financial impacts of a renovation project we would recommend the City review the potential of purchasing land and building a new library, which would be specifically designed to meet all of the desired program needs.

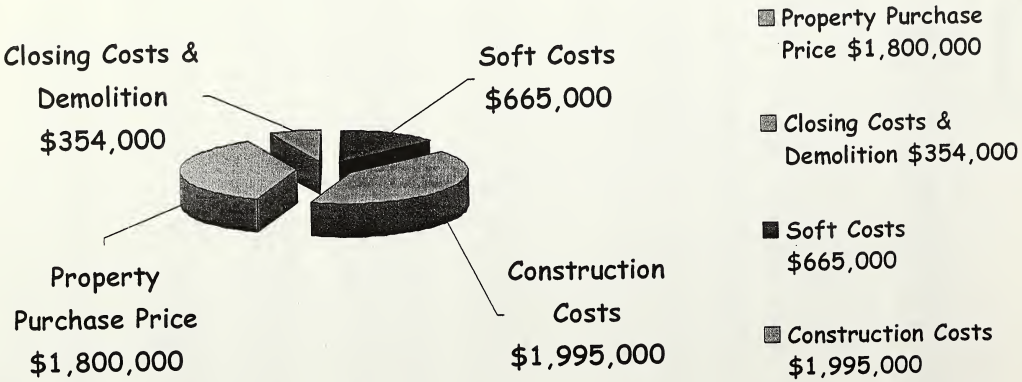
A new library will allow the City to incorporate future expansion requirements easily. With the growing population in the foreseeable future and the importance of the written word, as well as the need to communicate in an electronic media a new library would be able to adapt to the future and grow as the neighborhood grows.

If the City decides to maintain the Library in its current location, the facility can be used somewhat successfully as a Library, however as the future draws near, the Library will be limited and restrained in its current envelope and utility infrastructure. Financial investments in a renovation project such as this would be relatively short term, as the need to upgrade this Library in size and technology will only increase.

A major impact associated with a renovation project on the existing site is the 18 months to 2 year construction period. During this time Library services could not be provided on site due to the extent of work required.

The City and the community would be better served if the City could provide a new Library meeting or exceeding all building codes, incorporating energy efficient design, and providing for the Library's current and long term needs.

1250 Ocean Avenue



Purchase price is estimated based on preliminary inquiry by the Department of Real Estate.

Construction Costs are budgeted for new construction. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with a construction project of this type. Closing costs include City Attorney, Title Insurance, Alta survey, demolition costs, utility connection fees, etc.

Moving costs & Real Estate Department are provided for elsewhere.

1250 Ocean Avenue

FORECAST PROJECT COST	$4,814,000
AVAILABLE FUNDS	$4,430,000
DIFFERENCE	($384,000)

EARLIEST OPENING DATE FALL 2007

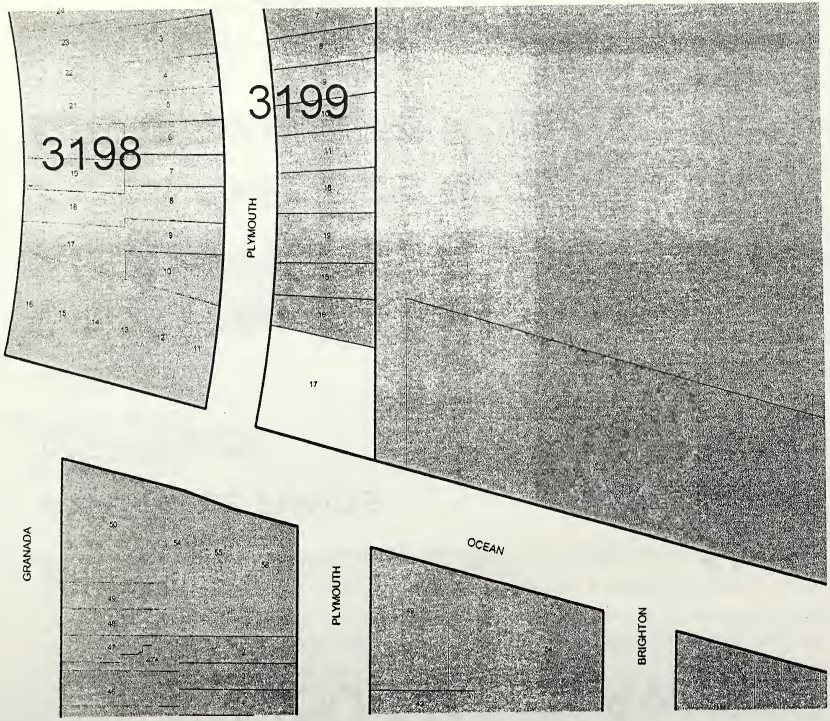
LOT SIZE: 11,120SF

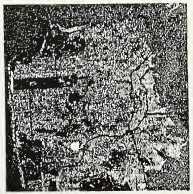
BUILDING NET SIZE: 6000SF

FUTURE EXPANSION: 4500SF +

TEMPORARY CLOSURE: 0 MONTHS

1250 Ocean Ave.





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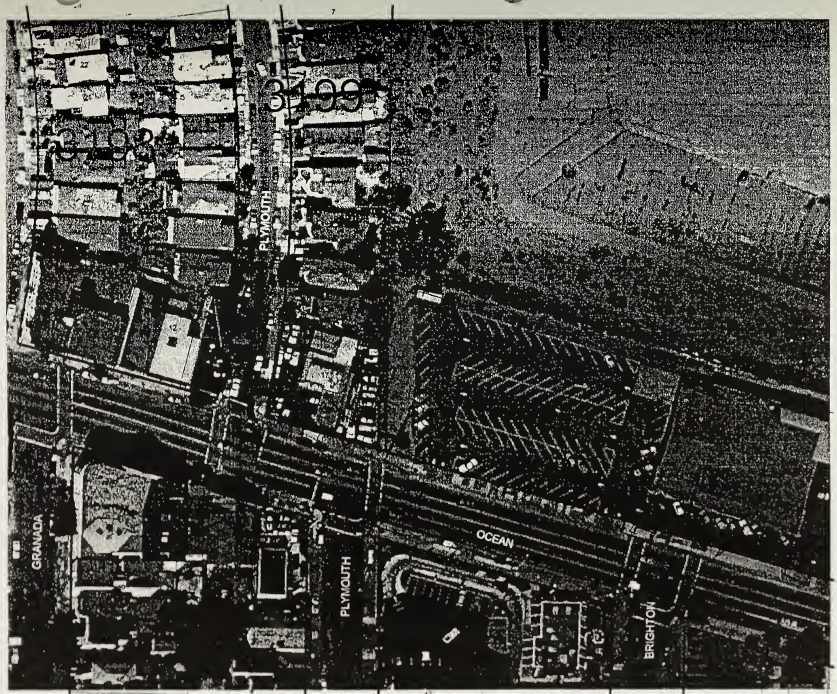
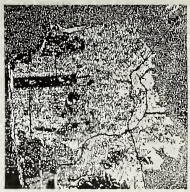
1250 Ocean Ave.





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30 0 30 60 Feet

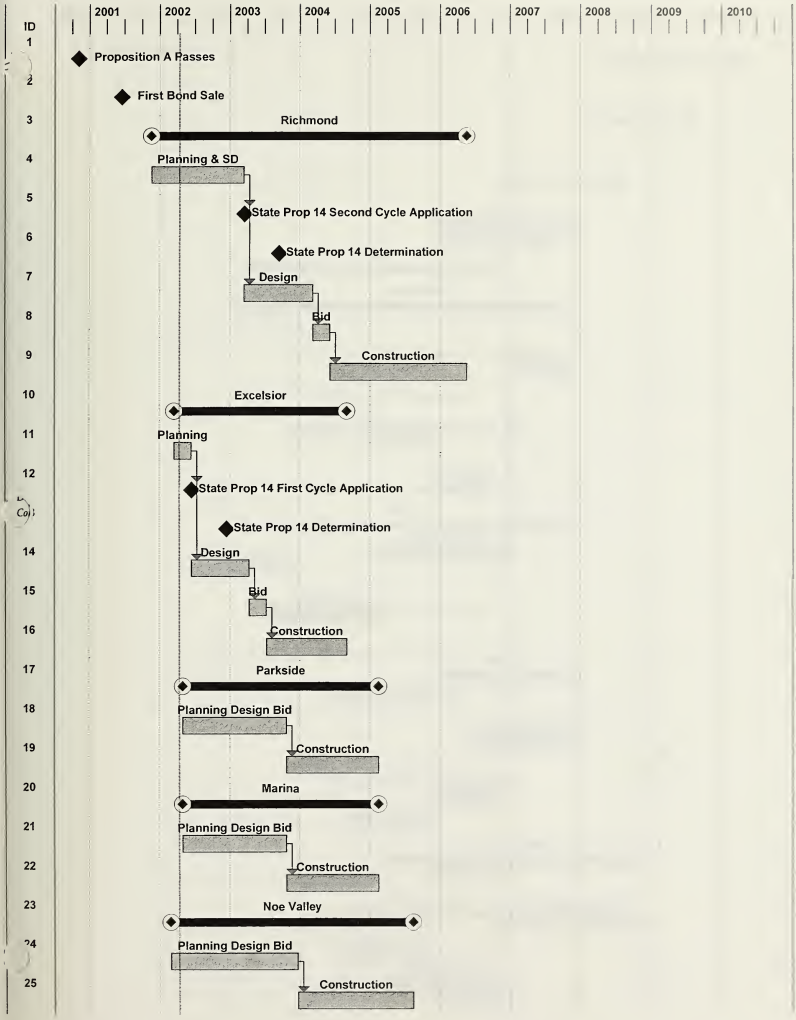
CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
April 18, 2002

JOB #	Branch	BUDGET: Baseline Budget (10/01)	BUDGET: Approved Budget (2/02)	REVENUE: City Prop. A Bonds	REVENUE: State Prop. 14	REVENUE: Other Sources	REVENUE: Total All Sources	Appropriated	Reserve	Total Available	EXPENDITURES/ENCUMBRANCES: Budget 31-Mar-02 A	Actual 31-Mar-02 B	Balance 31-Mar-02 A - B
Phase 0 Projects													
GP	7514A Glen Park	1,770,000	3,428,000	3,428,000			3,428,000	1,336,000		1,336,000	1,770,000	6,623	1,763,377
IN	7518A Ingleside [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000	45,205	1,724,795
PL	7519A Portola [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	5,000	76	4,924
VV	7521A Visitacion Valley [1]	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000			0
SC	7523A Support Services / Brooks [1]	tbd	tbd				0			0			0
	SUBTOTAL	*7,400,000*	*9,058,000*	*6,968,000*	*2,090,000*	-	*9,058,000*	*6,966,000*	-	*6,966,000*	*3,545,000*	*51,904*	*3,493,096*
Phase 1 Projects													
EX	7525A Excelsior	3,820,000	3,629,000	3,629,000			3,629,000	730,000		730,000	730,000	23,236	706,764
MA	7510A Marina	4,110,000	3,904,500	3,904,500			3,904,500	780,000		780,000			0
MB	7515A Mission Bay	3,350,000	3,350,000	3,350,000			3,350,000	3,350,000		3,350,000	50,000	50,227	9,773
NV	7511A Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	840,000		840,000	840,000	17,361	822,639
PS	7512A Parkside	2,880,000	2,736,000	2,736,000			2,736,000	550,000		550,000			0
RI	7513A Richmond	7,530,000	7,248,500	148,500	4,700,000	2,400,000 (2)	7,248,500	2,370,000		2,370,000	160,747	93,854	66,893
VV	7522A Visitacion Valley	3,230,000	3,068,500	1,808,500	1,260,000		3,068,500	620,000		620,000			0
SC	7524A Support Services / Brooks	9,080,000	8,626,000	8,626,000			8,626,000	215,000		215,000			0
	SUBTOTAL	*38,510,000*	*36,752,000*	*28,392,000*	*5,960,000*	*2,400,000*	*36,752,000*	*9,455,000*	*0*	*9,455,000*	*1,060,747*	*161,442*	*898,305*
Phase 2 Projects													
GP	7515A Glen Park	2,800,000	1,270,000	1,270,000			1,270,000	434,000		434,000	37,815	37,815	0
IN	7517A Ingleside	2,800,000	2,860,000	2,860,000			2,860,000			0			0
PL	7520A Portola	2,800,000	2,860,000	2,860,000			2,860,000			0			0
NB	7526A North Beach	3,450,000	3,287,000	3,287,000			3,287,000			0			0
SS	7527A Sunset	1,490,000	1,415,500	1,415,500			1,415,500	15,000		15,000			0
WP	7529A West Portal	4,110,000	3,904,500	3,904,500			3,904,500			0			0
	SUBTOTAL	*17,460,000*	*15,197,000*	*15,197,000*	-	-	*15,197,000*	*449,000*	-	*449,000*	*37,815*	*37,815*	*0*
Phase 3 Projects													
BV	7528A Bayview	3,820,000	3,629,000	3,629,000			3,629,000			0			0
EV	7530A Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			0
OR	7531A Ortega	3,560,000	3,382,000	1,182,000	2,200,000		3,382,000	70,000		70,000			0
WA	7532A Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			0
	SUBTOTAL	*15,390,000*	*14,620,500*	*12,420,500*	*2,200,000*	-	*14,620,500*	*70,000*	-	*70,000*	*0*	*0*	*0*
Phase 4 Projects													
AZ	7533A Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE	7534A Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500			0			0
GG	7435A Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7538A Potrero	4,250,000	4,018,500	4,018,500			4,018,500			0			0
	SUBTOTAL	*19,690,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*0*	*50,000*	*0*	*0*	*0*
Phase 5 Projects													
ME	7537A Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK	7539A Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD	7539A Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
	SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*0*	*15,000*	*0*	*0*	*0*
Program-Wide Services & Costs													
LM	7501A Library Program Costs	800,000	800,000	800,000			800,000	300,000		300,000			0
CS	7500A Program Consultants	750,000	750,000	750,000			750,000	300,000		300,000	300,000	70,161	229,839
PM	7503A City Program Management	3,600,000	3,800,000	3,800,000			3,800,000	810,000		810,000	810,000	72,904	537,096
RE	7502A Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AE	7503A Art Enrichment Program	0	0	0			0	30,000		30,000	30,000		30,000
RM	Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000			0			0
FE	Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC	Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	250,000		250,000	153,715	153,715	0
SF	Program Reserve	1,675,000	8,162,500	8,432,500			8,432,500	1,450,000		1,450,000			0
	SUBTOTAL	*27,808,000*	*32,272,500*	*17,522,500*	*0*	*15,000,000*	*32,522,500*	*3,060,000*	*0*	*3,060,000*	*1,213,715*	*416,780*	*796,935*
TOTAL		133,265,000	133,265,000	105,865,000	10,250,000	17,400,000	133,515,000	20,065,000	0	20,065,000	5,857,277	667,941	5,189,336

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,135,000; Portola $1,135,000; Visitation Valley $1,360,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation

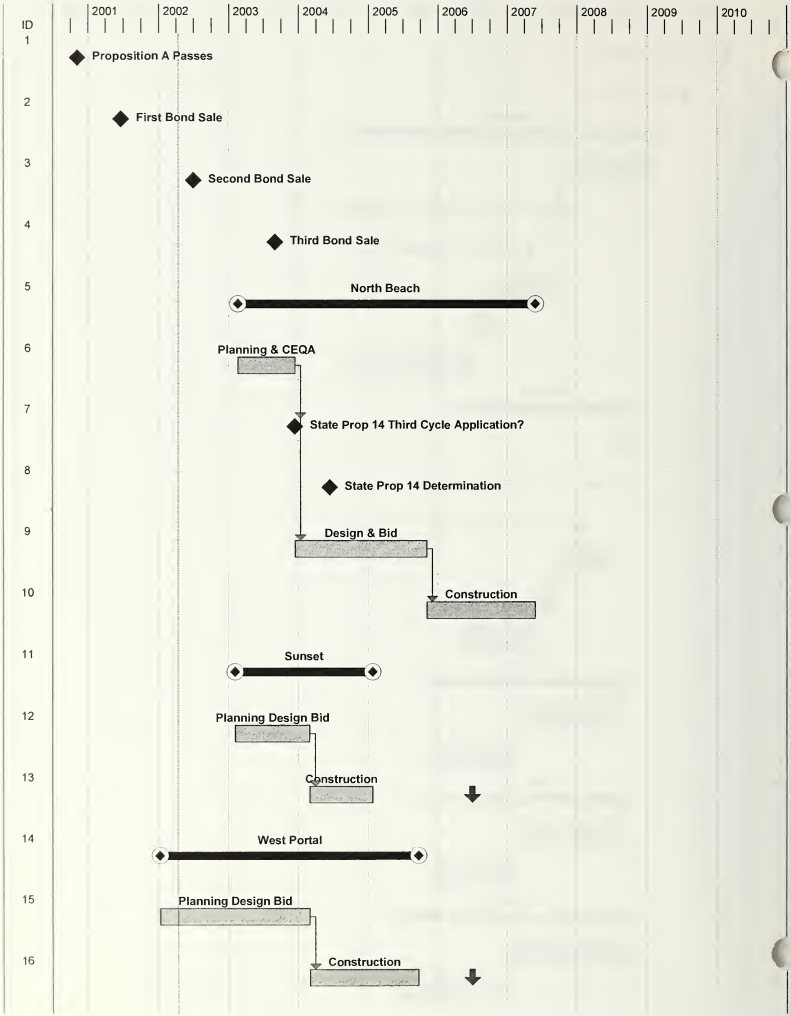
PHASE 1 DETAILED SCHEDULE

04-18-02



PHASE 2 DETAILED SCHEDULE

04-18-02



PHASE 3 DETAILED SCHEDULE

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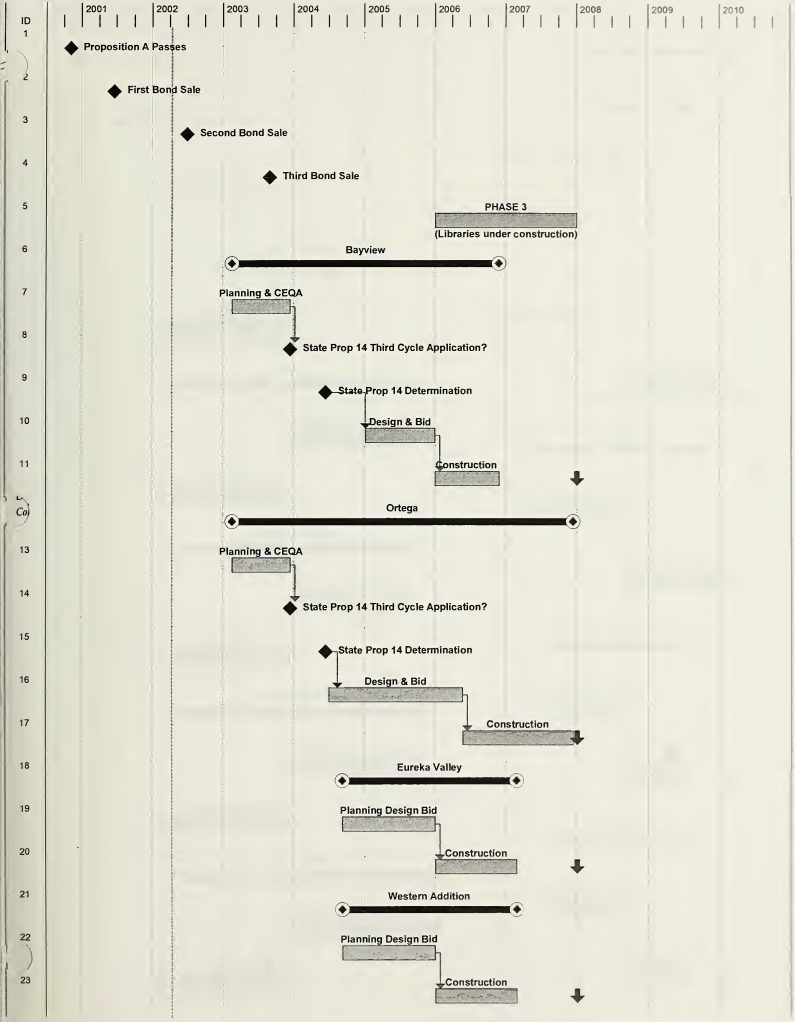
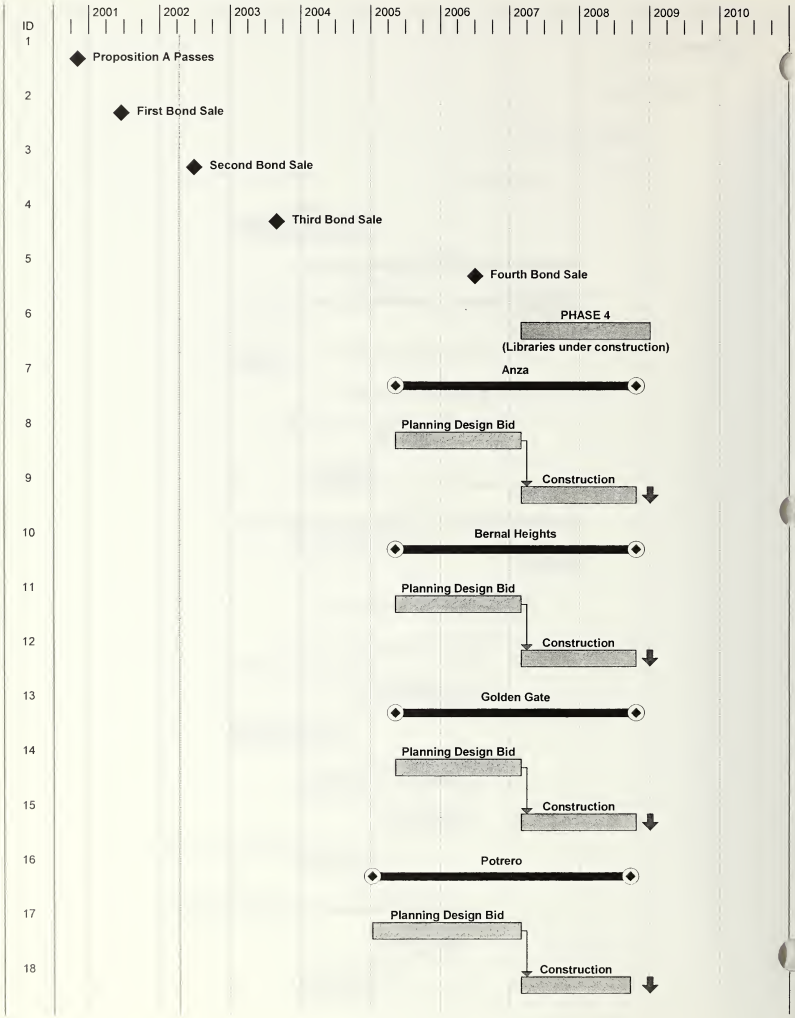


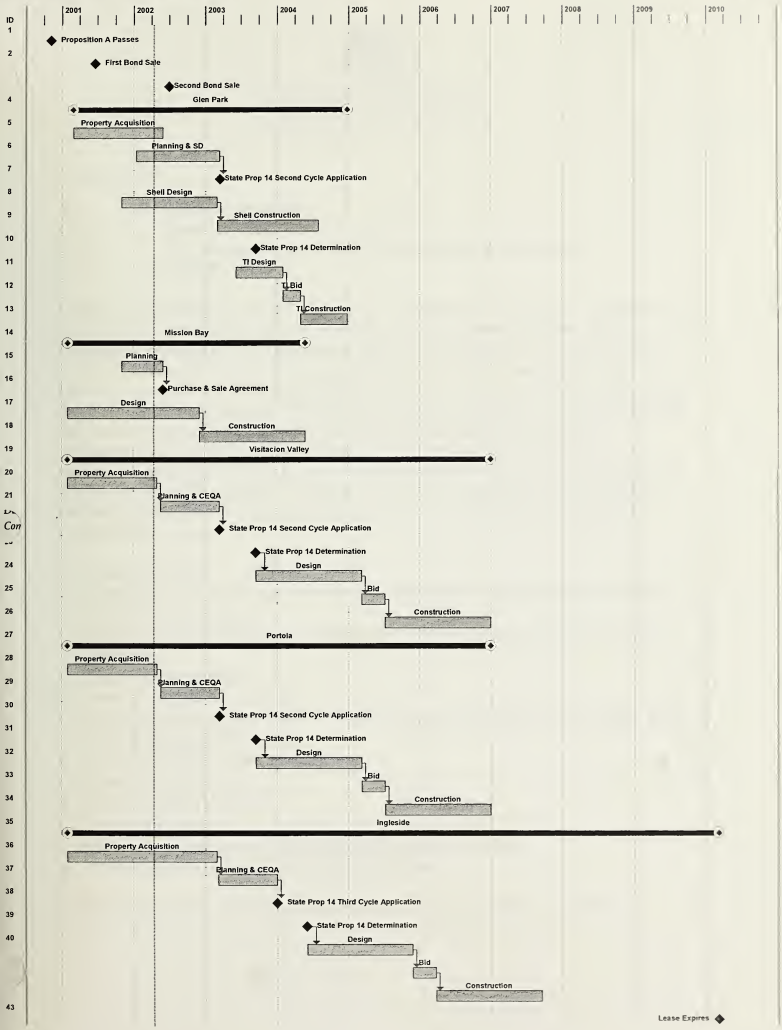
PHASE 4 DETAILED SCHEDULE

04-18-02



PHASE 5 DETAILED SCHEDULE

04-18-02


ID
2001
2002
2003
2004
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2007
2008
2009
2010
1 Proposition A Passes
2 First Bond Sale
Second Bond Sale
4 Glen Park
5 Property Acquisition
6 Planning & SD
7 State Prop 14 Second Cycle Application
8 Shell Design
9 Shell Construction
10 State Prop 14 Determination
11 TI Design
12 TI Bid
13 TI Construction
14 Mission Bay
15 Planning
16 Purchase & Sale Agreement
17 Design
18 Construction
19 Visitacion Valley
20 Property Acquisition
21 Planning & CEQA
State Prop 14 Second Cycle Application
State Prop 14 Determination
24 Design
25 Bid
26 Construction
27 Portola
28 Property Acquisition
29 Planning & CEQA
30 State Prop 14 Second Cycle Application
31 State Prop 14 Determination
32 Design
33 Bid
34 Construction
35 Ingleside
36 Property Acquisition
37 Planning & CEQA
38 State Prop 14 Third Cycle Application
39 State Prop 14 Determination
40 Design
Bid
Construction
43
Lease Expires

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Proposition 14 application for Excelsior Branch renovation
Date: April 18, 2002

Library staff is working diligently to prepare the Proposition 14 (State Library Bond Act) application for the Excelsior Branch renovation. The Commission will be asked to recommend approval of this application to the Board of Supervisors on Tuesday, April 30, 2002, at a special Commission meeting at 1pm in the Koret Auditorium, Main Library. Although the application is due in Sacramento on June 14th, 2002, we anticipate that it will require six weeks to obtain the various reviews and approvals required through the Board of Supervisors. The application is very detailed and includes many attachments. Due to the significant amount of staff work required to prepare the application, we will not be able to provide the Commission with copies of the application prior to the April 30th meeting. Therefore, we wanted to provide you with an outline of the materials that you will be reviewing on April 30th. The outline of the application package is listed below:

- Project application
- Boundary survey, showing metes and bounds of proposed site, stamped and signed by a licensed land surveyor
- CEQA categorical exemption – statement of basis for claim and copy of Notice of Exemption
- Visual record of library
- Proof of marketable record title
- Required studies for remodeling – structural, hazardous materials, energy audit, ADA study, project feasibility study
- Community library needs assessment
- Library plan of service
- Library building program
- Conceptual plans
- Projected construction cost estimate based on conceptual plans
- Governing body resolution of availability of funds

We will be able to review the application and attachments in detail on April 30th.

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
MAY 14 2002
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, April 18, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, April 18, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:13 PM by President Higueras

The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Steiman. Commissioners Streets and Swig were reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MARCH 21, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF MARCH 21, 2002 MINUTES

An anonymous member of the public commented on the required inclusion of public comment summary statements in the posted Minutes and questioned the legality of a website notice concerning documents not made available in an electronic format. The anonymous member of the public commented concerning a lack of detail in the Minutes citing as examples a reference to a *Richmond ReView* article and the discussion of the Gift Policy. Mr. Ed Regan commented that his remarks had been accurately reported. Mr. Peter Warfield observed that the minutes were deficient and lacked copies of the Gift Recognition Policy, and did not fully report the discussion concerning the policy, particularly related to the exclusive arrangement with the Friends and Foundation and potential overhead costs. Mr. Warfield also noted no mention of a commitment made to report back to the Commission concerning the overhead costs issue.

Commission comment on AGENDA ITEM #1 APPROVAL OF MARCH 21, 2002 MINUTES

MOTION: for approval of the March 21st Minutes by Commissioner Bautista, seconded by Commissioner Coulter.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

AGENDA ITEM #2 INGLESIDE LIBRARY SITE ACQUISITION

(Explanatory document: site selection memorandum)

City Librarian Susan Hildreth outlined in detail the merits of proposed sites for the new Ingleside Branch Library including the current branch location in the former Bank of America building at 1649 Ocean Avenue. She also discussed the merits of the site recommended by library staff, currently the location of Sunset Auto at 1250 Ocean

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Avenue addressing issues concerning its location and concern with possible toxics on the site. Additionally she reported on the evaluation process that library staff had used to consider potential sites at Ramallah Hall at 1945 Ocean Avenue, a small shopping center located at 2020 Ocean Avenue, and the Red Roof Restaurant site at 1801-15 Ocean Avenue. The City Librarian reported that the result of the staff evaluation and input gathered at community meeting led to the recommendation that the Sunset Auto site be purchased as the new location of the Ingleside Branch Library at a projected cost of $4.8 million. She noted a factor in this decision were cost estimates that suggested that renovation of the current branch location in the former Bank of America building could cost $2 million over the amount budgeted for this project. Ms. Hildreth observed that in contrast the Sunset Auto's 11,000-sq. ft. site was estimated to be $384,000 over the budget target for this project. Additionally, the City Librarian reported that these sites had been discussed extensively at an April 3rd Ingleside Community meeting.

Marilyn Thompson, Branch Bond Program Manager reviewed the costs for this project in detail at both the current location in the former Bank of America building and at the Sunset Auto, pointing out that these figures did not include F F & E (furniture, fixtures, and equipment). The Bond Program Manager reported that the costs to locate at the current site were estimated to be $6.7 million and that future expansion of the branch on this site was not possible unlike at the Sunset Auto site. The Department of Real Estate's Charlie Dunn informed the Commissioners of late breaking information concerning the possible involvement of a private developer interested in the Sunset Auto site.

Public comment on AGENDA ITEM #2 INGLESIDE LIBRARY SITE ACQUISITION

An anonymous member of the public expressed concern on two points, first choosing the best site for the library, and secondly that the Commission not be swayed by neighborhood priorities not the Library's. The anonymous member of the public also expressed concern at the 11th hour appearance of a private developer, suggesting that the politics of such a situation posed dangers for a public entity, and noting that the current branch location had changed hands just prior the library's leasing it. Mr. Ed Regan supported choosing the current branch location, proposing that a second floor be added. Mr. Reagan also expressed concern that the staff's recommended site was too close to City College and would result in the branch library being overwhelmed by students. Mr. Regan noted the former Bank of America Building being further away was less likely to suffer this problem. Mr. James Swarthout, neighborhood resident, noted his active involvement in moving the branch to the current location and called attention to the advantages of the current site over the Sunset Auto site. Mr. Swarthout suggested that competitive bidding could reduce the cost of renovation of the former Bank of America building significantly. Ms. Bette Landis spoke in favor of the Sunset Auto location citing its closeness to the more residential part of the neighborhood and the benefits of having a new building up to ADA (American with Disabilities Act) and seismic codes.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Ms. Regina Wasser, a community activist, voiced support for the Sunset Auto site noting its room for expansion and that any toxics cleanup would be the responsibility of the current owner. Mr. Dan Weaver, Friends of the Ingleside, Library spoke in support of the selection of the Sunset Auto site, noting its greater size offered opportunity to expand in the future, its potential for architectural excellence in a new building, and suggested that this project was a model of cooperation between city departments and neighborhood residents. Mr. Al Lewis, community activist, spoke in favor of retaining the current branch library location, noting that it was in the center of the neighborhood and that with ongoing civic improvements would soon be a very valuable property for the Library. Mr. Lewis commented that the projected costs to renovate the former Bank of America building were overstated and that there was no guarantee that the Library would get the Sunset Auto site. Mr. Peter Warfield echoed comments by previous speakers asking for additional information concerning the costs for this project. Mr. Warfield expressed concern that both proposals exceeded the budget proposed for this branch and expressed curiosity concerning funds allocated for branch relocation.

Commissioner Chin joined the meeting at 4:55PM.

Commission comment on AGENDA ITEM #2 INGLESIDE LIBRARY SITE ACQUISITION

Commissioner Bautista discussed her impressions of what was needed for this branch as a result of her visits to the current location. Vice President Steiman commented on how crowded the current branch location seemed to be and noted that the Sunset Auto site only five blocks away offered a greater opportunity to offer the library services needed by the neighborhood. She commented that City College students had very different needs in using a library than they would find at the branch. Commissioner Chin responded to concerns expressed that City College students might overwhelm the branch by noting that the College had just opened its own academic library that was better suited to meeting their needs than a small branch public library. Commissioner Coulter noted concern that yet another branch project was coming to the Commission over the projected budget, but noted that the proposed site avoided the often-extraordinary expense of a renovation project. President Higueras called attention to the beneficial city planning aspects of choosing the Sunset Auto site noting that building there would be another step in the ongoing improvement of the entire area. President Higueras pointed out that size does matter, calling attention to the challenges posed by many existing undersized branches and noting that having the flexibility for future expansion was good to have. Commissioner Bautista noted that building a new library would be a gift to the community and would be an important element in its improvement. Commissioner Bautista inquired about and was informed concerning the potential for a Prop. 14 (State Library Bond) application for the Ingleside Branch.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate with the owner of 1250 Ocean Avenue (Sunset Auto) for the purchase of this property as the site for a new Ingleside Branch Library.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

The number of members of the public who spoke anonymously at this meeting. 1

AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT
(Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson discussed the likelihood of Commission action on Purchase and Sale Agreements for the Mission Bay Branch in July and Glen Park Branch Libraries in June. The Bond Program Manager then introduced Deputy City Attorney Donnell Choy, who gave an extensive information background presentation on the ins and outs of purchase and sale agreements. Mr. Choy first discussed the divisions of a purchase and sale agreement. The Deputy City Attorney then discussed the exhibits normally part of a purchase and sale agreement as they related to these branch library projects. Mr. Choy noted in particular that the Redevelopment Agency was on a tight schedule to submit their financing package for the Mission Bay project by mid-July and suggested that this purchase and sale agreement could be brought to the Library Commission for discussion at its June 20th meeting with final approval after additional public comment at its July 2, 2002 meeting.

In her regular report, Ms. Thompson reviewed the structure of the budget reports, recapped budget development to date, and noted that there were no changes to the Bond Program Budget and called attention to schedule modifications moving up the Richmond, North Beach, and Excelsior projects on the program schedule. The Bond Program Manager next outlined in detail the public review process for bond program projects. Ms. Thompson then discussed site acquisitions activities at the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries. Ms. Thompson then gave an update report on the active projects at the Richmond, Excelsior, and Noe Valley branches. The Bond Program Manager then reported on the RFQ (request for qualifications) for the pool of library planners needed for the bond program projects, the proposed Art Enrichment Program, and the Design Excellence Program. Ms. Thompson next reported on recent and upcoming community meetings related to the Branch Bond Program, calling attention to library sponsored meetings concerning the Excelsior and Glen Park Branches, as well as meetings where library staff were invited to make presentations concerning Bond Program projects. The Bond Program Manager expressed her appreciation to Library Chief of Branches Donna Corbeil, and her Librarian IIIs, Gloria Hansen, Katie Lynds, and Joan Goldman as well as Branch Managers Terry Gwazdowski, Sharon Desurik, Tim Williams, Roberta Griefer, Jan Nunes, Dede Puma, Roz Chang, and Valentine Parras, for outstanding assistance in moving the Bond Program forward. Ms. Thompson informed the Commissioners that three sets of community meeting notes were available: 3/18 Mission Bay, 3/23 Excelsior, 4/3 Ingleside, and the 4/10 first meeting of the Branch Library Improvement Advisory Committee. She also noted that the first Bond Program newsletter had been mailed out. Ms. Thompson noted that there were no special reports this month.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that any ownership contract is a mountain of documents and observed that the explanatory documents provided were not informative.

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The anonymous member of the public remarked that the budget and schedule reports' typeface was so small as to be illegible, that the information was not provided with enough time to review it, and that they shared the concerns that all of the branch projects so far presented were over budget. Mr. Ed Regan questioned why a branch library was being proposed for Mission Bay. Mr. Peter Warfield commented that the presentations were difficult to follow and about a lack of information concerning community meetings held on April 3rd and 10th. Mr. Warfield also commented on the readability of the reports presented, finding this an impediment to understanding what was reported. Mr. Warfield also asked if any effort had been made to obtain funding for furniture from Prop. 14 (State Library Bond) funds?

Commission comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higueras concerning how documents related to these pending purchase and sale agreements could be made available for the Commissioner's review, Mr. Choy explained that the documents in question were still in the process of being negotiated as the final agreements had not yet been reached. President Higueras proposed that a detailed summary of the purchase and sale agreements be prepared for discussion at one meeting and action at a subsequent meeting to allow time to review and discuss the details of each agreement and gather comment before acting to approve them. In response to questions by Commissioner Chin, Mr. Choy outlined the process whereby the Library Commission would recommend approval of these agreements to the Board of Supervisors. Mr. Choy noted that there would be two required reading of the proposals by the Board of Supervisors. In response to other questions by Commissioner Chin, Ms. Thompson outlined how the proposed Art Enrichment Program had been put together under the aegis of the Art Commission. Commissioner Bautista suggested that as often as possible information presented be prepared on a single sheet.

Commissioner Coulter had left the meeting at 6:04PM.

President Higueras called a brief recess at 6:09PM
The Commission returned to session at 6:21PM

AGENDA ITEM #4 BRANCH LIBRARY SERVICES OPTIONS LIBRARY

Deputy City Librarian Paul Underwood provided the Commissioners with an overview of the various options developed by a staff task force that the Library could use to provide public services during periods when branch libraries were undergoing renovation. Mr. Underwood reported that these situations were individual and would be addressed on a case by case basis with the options chosen according to geographic location of the branch, its proximity to other branches, its size, and related factors such as ease of access by public transit. The Deputy City Librarian noted that in some cases bookmobile services could be provided and hours of public service at nearby branches expanded to provide coverage. Mr. Underwood additionally observed that children's programming would be expanded through programs offered by OCYS (Office of Children and Youth Services) and expanded use of the children's bookmobile.

The Deputy City Librarian also reported that in so far as was possible it was planned to store branch library collections in Brooks Hall. Mr. Underwood commented that special or unique collections such as language collections would be relocated to nearby branches so as to be available during renovation work. Mr. Underwood reported that the staff recommendation was that no temporary facilities be used because of the great expense involved in upgrading temporary facilities, the difficulty in finding suitable locations, and the fact that the Library would have to leave costly improvements behind after only brief use. Mr. Underwood noted that there were many other ways in which services could be maintained in a more cost-effective manner.

Public comment on AGENDA ITEM #4 BRANCH LIBRARY SERVICES OPTIONS

An anonymous member of the public noted that there were no explanatory documents provided with this report and expressed concern that there would be no temporary facilities provided. This person recalled the examples of the Chinatown and Mission branches having temporary replacement locations and commented that these proposals did not provide branch library services replacement options. This anonymous member of the public observed that West Portal and Parkside Branches were located far apart and that more services at one did not effectively replace lost services. Mr. Ed Regan commented that bookmobiles were too small, having room for only fiction collections and at most six people. Mr. Regan instead recommended use of mobile home type facilities that could provide temporary services with much greater space. Mr. Peter Warfield expressed great disappointment and questioned the process whereby the case by case consideration of replacement services would be made and by whom. Mr. Warfield objected to the proposed storage of branch library collections in Brooks Hall, citing reports of feral cats, rats, and dust suggesting that it was a terrible place to store books. Mr. Warfield found unjustified the decision not to use temporary facilities, and disagreed that it was not cost effective, asking what analysis had reached that conclusion. Mr. Warfield commented that this decision seemed driven by cost savings and that it did not meet expectations for provision of alternative services.

Commission comment on AGENDA ITEM #4 BRANCH LIBRARY SERVICES OPTIONS

In response to expressions of concern by Vice President Steiman that this proposal might not offer enough services replacement options, Mr. Underwood outlined how the closures could be balanced so that public services in the library system would be maintained during Bond Program renovations. Ms. Hildreth noted that there would be no more than 3 or 4 renovation projects ongoing at once thus spreading the coverage across the city and throughout the library system. In addition, the City Librarian noted that that options such as offering bookmobile service for branches being renovated as well as increased hours at nearby branches could be provided. Commissioner Chin suggested that the bookmobiles could be moved around to provide services on alternative hours schedules to provide additional coverage. Vice President Steiman emphasized that the plans adopted should as much as possible maintain the hours of public services available.

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AGENDA ITEM #5 EXCESSIOR LIBRARY PROP 14 APPLICATION
(Explanatory document: April 18 Prop. 14 Application outline memo)

Bond Program Manager Marilyn Thompson gave the Commissioners a detailed presentation covering the details of the lengthy application for Prop. 14 (State Library Bond) funds prepared for the Excelsior Branch Library. Ms. Thompson noted that the application itself was thirty pages long and it additionally included many pages of supporting documentation. Ms. Hildreth requested that the Commission hold a special meeting to consider recommending the Prop. 14 Application to the Board of Supervisors for its approval as required by law. Ms. Thompson outlined supporting documents including the boundary survey, the CEQA (California Environmental Quality Act) Exemption Certificate, proof of title, studies such as structural, hazardous materials, energy audits, ADA (Americans with Disabilities Act) compliance, and a project feasibility study. Ms. Hildreth noted that the package also included a letter of credit from the Friends and Foundation to provide the Library's 35%-matching funds for that portion of the Prop. 14 Application that referred to furniture, fixtures and equipment that under the state bond program, unlike the local bonds, were allowed to be funded. Deputy City Librarian Paul Underwood discussed extensively the Community Needs Assessment process including the very important Library Plan of Service, the Building Program, and conceptual plans for the branch. Deputy City Librarian Paul Underwood noted that plans for this branch called for a reduction in the overall size of its book collections as part of a balancing effort to provide for as many of the kinds of library services that the community had requested in a facility of this size.

Public comment on AGENDA ITEM #5 EXCELSIOR LIBRARY PROP. 14 APPLICATION

An anonymous member of the public found the explanatory documents inadequately described and suggested that rushing to approve this application did not serve the public especially if it included plans to reduce branch book collections. This person commented that community outreach taken over time to consider each of the elements would be preferred to the risk that the community would be presented with a *fait accompli*. Mr. Ed Regan suggested that every branch have a community room and requested a breakdown of the branch collections by fiction and non-fiction. Mr. Peter Warfield said that he was stunned by this proposal. He commented that it was being done in haste and that this was a disservice as the changes proposed would effect the library system for a generation. Mr. Warfield found appalling that so little time was provided to review a great deal of material and expressed disappointment at the proposed reduction in the branch book collection. Mr. Warfield commented that that there was not even an accurate inventory of the books in the branch and observed that this was not an appropriate plan for a new library. Mr. Warfield also inquired regarding the details of obtaining funds under Prop. 14 (State Library Bond) for furniture and requested that application documents be made available as soon as possible.

Commission comment on AGENDA ITEM #5 EXCELSIOR LIBRARY PROP. 14 APPLICATION

In response to comments by Vice President Steiman, the City Librarian proposed

The number of members of the public who spoke anonymously at this meeting. 1

to make Application information available as early as possible and pointed out that the overall size of the Library's branch book collection was going to increase when the larger Glen Park and new Mission Bay Branch Libraries opened. President Higueras commented that the book collections at the Excelsior Branch should reflect the unique needs of the community and that the overall branch services plan should address as many of the service needs identified by neighborhood users as possible. President Higueras pointed out that currently the Excelsior Branch was very cramped and needed space for teens as well as for young children. He noted that this required a delicate balancing act to meet and to manage expectations for the renovated branch library. Commissioner Bautista noted that these plans needed to be tailored to the needs of each community. Vice President Steiman called attention to the importance of the improvements to bathroom facilities and the electrical infrastructure of the branch. In answer to a query by Commission Chin, the City Librarian explained the lack of a direct library-school district cooperative agreement for this branch noting that it could only be a renovation project as it only met the 2nd priority requirements as set out in Prop. 14. (State Library Bond).

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public called attention to the retirement of a veteran Clerk of the Superior Count, noting that this person had served for 27 years, the same length of time that this person had been attending Library Commission meetings. The anonymous member of the public commented that they had learned during this time that there was no such thing as an illegitimate concern, that everyone has a right to an answer to their questions, and that the Commissioners must represent the public. This person commented that some concerns thought ridiculous turn out to be matters of great concern. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Library hire four carpenters to build furniture, and that such furniture be stockpiled for future use. Mr. Peter Warfield commented that adding computers did not justify a 10% reduction in the Excelsior Branch Library's book collection and that the expressed priorities of Prop. E (Library Preservation Fund) was for books and hours. Mr. Warfield suggested that there was no need to get rid of books and that the plans should be revised.

AGENDA ITEM #7 ADJOURNMENT

MOTION: At the suggestion of President Higueras by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of the late Thomas Fowler, Main Library 4th Floor Manager and a long time and much respected Library employee.

Public comment on Agenda item #6 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The meeting was adjourned at 7:35PM.

Michael Housh, Commission Secretary 4/31/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Bonnie K. Chin
Steven A. Coulter
Dan A. Streets
Marian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, April 18, 2002 (As approved May 16, 2001).

The San Francisco Public Library Commission held a regular meeting on Thursday, April 18, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:13 PM by President Higueras

The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Steiman. Commissioners Streets and Swig were reported excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF MARCH 21, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF MARCH 21, 2002 MINUTES

An anonymous member of the public commented on the required inclusion of public comment summary statements in the posted Minutes. The anonymous member of the public commented concerning a lack of detail in the Minutes citing as examples a reference to a *Richmond ReView* article and the discussion of the Gift Policy. Mr. Ed Regan commented that his remarks had been accurately reported. Mr. Peter Warfield observed that the minutes were deficient and lacked copies of the Gift Recognition Policy, and did not fully report the discussion concerning the policy, particularly related to the exclusive arrangement with the Friends and Foundation and potential overhead costs. Mr. Warfield also noted no that mention was made of a commitment to report back to the Commission concerning the overhead costs issue.

Commission comment on AGENDA ITEM #1 APPROVAL OF MARCH 21, 2002 MINUTES

MOTION: for approval of the March 21st Minutes by Commissioner Bautista, seconded by Commissioner Coulter.

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

AGENDA ITEM #2 INGLESIDE LIBRARY SITE ACQUISITION

(Explanatory document: site selection memorandum)

City Librarian Susan Hildreth outlined in detail the merits of proposed sites for the new Ingleside Branch Library including the current branch location in the former Bank of America building at 1649 Ocean Avenue. She also discussed the merits of the site recommended by library staff, currently the location of Sunset Auto at 1250 Ocean

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Avenue addressing issues concerning its location and concern with possible toxics on the site. Additionally she reported on the evaluation process that library staff had used to consider potential sites at Ramallah Hall at 1945 Ocean Avenue, a small shopping center located at 2020 Ocean Avenue, and the Red Roof Restaurant site at 1801-15 Ocean Avenue. The City Librarian reported that the result of the staff evaluation and input gathered at community meeting led to the recommendation that the Sunset Auto site be purchased as the new location of the Ingleside Branch Library at a projected cost of $4.8 million. She noted a factor in this decision were cost estimates that suggested that renovation of the current branch location in the former Bank of America building could cost $2 million over the amount budgeted for this project. Ms. Hildreth observed that in contrast the Sunset Auto's 11,000-sq. ft. site was estimated to be $384,000 over the budget target for this project. Additionally, the City Librarian reported that these sites had been discussed extensively at an April 3rd Ingleside Community meeting.

Marilyn Thompson, Branch Bond Program Manager reviewed the costs for this project in detail at both the current location in the former Bank of America building and at the Sunset Auto, pointing out that these figures did not include F F & E (furniture, fixtures, and equipment). The Bond Program Manager reported that the costs to locate at the current site were estimated to be $6.7 million and that future expansion of the branch on this site was not possible unlike at the Sunset Auto site. The Department of Real Estate's Charlie Dunn informed the Commissioners of late breaking information concerning the possible involvement of a private developer interested in the Sunset Auto site.

Public comment on AGENDA ITEM #2 INGLESIDE LIBRARY SITE ACQUISITION

An anonymous member of the public expressed concern on two points; first, choosing the best site for the library, and second, that the Commission not be swayed by neighborhood priorities not the Library's. The anonymous member of the public also expressed concern at the 11th hour appearance of a private developer, suggesting that the politics of such a situation posed dangers for a public entity, and noting that the current branch location had changed hands just prior the library's leasing it. Mr. Ed Regan supported choosing the current branch location, proposing that a second floor be added. Mr. Reagan also expressed concern that the staff's recommended site was too close to City College and would result in the branch library being overwhelmed by students. Mr. James Swarthout, neighborhood resident, noted his active involvement in moving the branch to the current location and called attention to the advantages of the current site over the Sunset Auto site. Mr. Swarthout suggested that competitive bidding could reduce the cost of renovation of the former Bank of America building significantly. Ms. Bette Landis spoke in favor of the Sunset Auto location citing its closeness to the more residential part of the neighborhood and the benefits of having a new building up to ADA (American with Disabilities Act) and seismic codes. Ms. Regina Wasser, a community activist, voiced support for the Sunset Auto site noting its room for expansion and that any toxics cleanup would be the responsibility of the current owner. Mr. Dan Weaver, Friends of the Ingleside, Library spoke in support of the selection of the Sunset Auto site, noting its greater size offered opportunity to expand

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in the future, its potential for architectural excellence in a new building, and suggested that this project was a model of cooperation between city departments and neighborhood residents. Mr. Al Lewis, community activist, spoke in favor of retaining the current branch library location, noting that it was in the center of the neighborhood and that with ongoing civic improvements would soon be a very valuable property for the Library. Mr. Lewis commented that the projected costs to renovate the former Bank of America building were overstated and that there was no guarantee that the Library would get the Sunset Auto site. Mr. Peter Warfield echoed comments by previous speakers asking for additional information concerning the costs for this project. Mr. Warfield expressed concern that both proposals exceeded the budget proposed for this branch and expressed interest in funds allocated for branch relocation.

Commissioner Chin joined the meeting at 4:55PM.

Commission comment on AGENDA ITEM #2 INGLESIDE LIBRARY SITE ACQUISITION

Commissioner Bautista discussed her impressions of what was needed for this branch as a result of her visits to the current location. Vice President Steiman commented on how crowded the current branch location seemed to be and noted that the Sunset Auto site only five blocks away offered a greater opportunity to offer the library services needed by the neighborhood. She commented that City College students had very different needs in using a library. Commissioner Chin responded to concerns expressed that City College students might overwhelm the branch by noting that the College had just opened its own academic library that was better suited to meeting their needs than a small branch public library. Commissioner Coulter noted concern that yet another branch project was coming to the Commission over the projected budget. President Higueras called attention to the beneficial city planning aspects of choosing the Sunset Auto site noting that building there would be another step in the ongoing improvement of the entire area. President Higueras pointed out that size does matter, calling attention to the challenges posed by many existing undersized branches and noting that having the flexibility for future expansion was good to have. Commissioner Bautista noted that building a new library would be a gift to the community and would be an important element in its improvement. Commissioner Bautista inquired about and was informed concerning the potential for a Prop. 14 (State Library Bond) application for the Ingleside Branch.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate with the owner of 1250 Ocean Avenue (Sunset Auto) for the purchase of this property as the site for a new Ingleside Branch Library.

ACTION: AYE 5-0 (Bautista, Chin, Coulter, Higueras, and Steiman)

AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT
(Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson discussed the likelihood of Commission action on Purchase and Sale Agreements for the Mission Bay Branch in July and Glen Park

The number of members of the public who spoke anonymously at this meeting. 1

Branch Libraries in June. The Bond Program Manager then introduced Deputy City Attorney Donnell Choy, who gave an extensive information background presentation on the ins and outs of purchase and sale agreements. Mr. Choy first discussed the elements of a purchase and sale agreement. The Deputy City Attorney then discussed the exhibits normally part of a purchase and sale agreement as they related to these branch library projects. Mr. Choy noted in particular that the Redevelopment Agency was on a tight schedule to submit their financing package for the Mission Bay project by mid-July and suggested that this purchase and sale agreement could be brought to the Library Commission for discussion at its June 20th meeting with final approval after additional public comment at its July 2, 2002 meeting.

In her regular report, Ms. Thompson reviewed the structure of the budget reports, recapped budget development to date, and noted that there were no changes to the Bond Program Budget and called attention to schedule modifications moving up the Richmond, North Beach, and Excelsior projects on the program schedule. The Bond Program Manager next outlined the public review process for bond program projects. Ms. Thompson then discussed site acquisitions activities at the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries. Ms. Thompson then gave an update report on the active projects at the Richmond, Excelsior, and Noe Valley branches. The Bond Program Manager then reported on the RFQ (request for qualifications) for the pool of library planners needed for the bond program projects, the proposed Art Enrichment Program, and the Design Excellence Program. Ms. Thompson next reported on recent and upcoming community meetings related to the Branch Bond Program, calling attention to library sponsored meetings concerning the Excelsior and Glen Park Branches, as well as meetings where library staff were invited to make presentations concerning Bond Program projects. The Bond Program Manager expressed her appreciation to Library Chief of Branches Donna Corbeil, and her Librarian IIIs, Gloria Hansen, Katie Lynds, and Joan Goldman as well as Branch Managers Terry Gwazdowski, Sharon Desurik, Tim Williams, Roberta Griefer, Jan Nunes, Dede Puma, Roz Chang, and Valentine Parras, for outstanding assistance in moving the Bond Program forward. Ms. Thompson informed the Commissioners that three sets of community meeting notes were available: 3/18 Mission Bay, 3/23 Excelsior, 4/3 Ingleside, and the 4/10 first meeting of the Branch Library Improvement Advisory Committee. She also noted that the first Bond Program newsletter had been mailed out. Ms. Thompson noted that there were no special reports this month.

Public comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that any ownership contract is a mountain of documents and observed that the explanatory documents provided were not informative. The anonymous member of the public remarked that the budget and schedule reports' typeface was so small as to be illegible, that the information was not provided with enough time to review it, and shared the concerns that all of the branch projects so far presented were over budget. Mr. Ed Regan questioned why a branch library was being proposed for Mission Bay. Mr. Peter Warfield commented that the presentations were difficult to follow

and the lack of information concerning community meetings held on April 3rd and 10th. Mr. Warfield also asked if any effort had been made to obtain funding for furniture from Prop. 14 (State Library Bond) funds.

Commission comment on AGENDA ITEM #3 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higueras concerning how documents related to these pending purchase and sale agreements could be made available for the Commissioner's review, Mr. Choy explained that the documents in question were still in the process of being negotiated as the final agreements had not yet been reached. President Higueras proposed that a detailed summary of the purchase and sale agreements be prepared for discussion at one meeting and action at a subsequent meeting to allow time to review and discuss the details of each agreement and gather comment before acting to approve them. In response to questions by Commissioner Chin, Mr. Choy outlined the process whereby the Library Commission would recommend approval of these agreements to the Board of Supervisors. Mr. Choy noted that there would be two required reading of the proposals by the Board of Supervisors. In response to other questions by Commissioner Chin, Ms. Thompson outlined how the proposed Art Enrichment Program had been put together under the aegis of the Art Commission. Commissioner Bautista suggested that as often as possible information presented be prepared on a single sheet.

Commissioner Coulter had left the meeting at 6:04PM.

President Higueras called a brief recess at 6:09PM
The Commission returned to session at 6:21PM

AGENDA ITEM #4 BRANCH LIBRARY SERVICES OPTIONS LIBRARY

Deputy City Librarian Paul Underwood provided the Commissioners with an overview of the various options developed by a staff task force that the Library could use to provide public services during periods when branch libraries were undergoing renovation. Mr. Underwood reported that these situations were individual and would be addressed on a case by case basis with the options chosen according to geographic location of the branch, its proximity to other branches, its size, and related factors such as ease of access by public transit. The Deputy City Librarian noted that in some cases bookmobile services could be provided and hours of public service at nearby branches expanded to provide coverage. Mr. Underwood additionally observed that children's programming would be expanded through programs offered by OCYS (Office of Children and Youth Services) and expanded use of the children's bookmobile. The Deputy City Librarian also reported that insofar as was possible it was planned to store branch library collections in Brooks Hall. Mr. Underwood commented that special or unique collections such as language collections would be relocated to nearby branches so as to be available during renovation work. Mr. Underwood reported that the staff recommendation was that no temporary facilities be used because of the great expense involved in upgrading temporary facilities, the difficulty in finding suitable locations, and the fact that the Library would have to leave costly improvements behind after only brief use. Mr. Underwood noted that there were many other ways

in which services could be maintained in a more cost-effective manner.

Public comment on AGENDA ITEM #4 BRANCH LIBRARY SERVICES OPTIONS

An anonymous member of the public noted that there were no explanatory documents provided with this report and expressed concern that there would be no temporary facilities provided. This person recalled the examples of the Chinatown and Mission branches as having temporary replacement locations. This anonymous member of the public observed that West Portal and Parkside Branches were located far apart and that more services at one did not effectively replace lost services. Mr. Ed Regan commented that bookmobiles were too small, having room for only fiction collections and at most six people. Mr. Regan instead recommended use of mobile home type facilities that could provide temporary services with much greater space. Mr. Peter Warfield expressed great disappointment and questioned the process whereby the case by case consideration of temporary replacement facilities would be made and by whom. Mr. Warfield objected to the proposed storage of branch library collections in Brooks Hall, citing reports of feral cats, rats, and dust suggesting that it was a terrible place to store books.

Commission comment on AGENDA ITEM #4 BRANCH LIBRARY SERVICES OPTIONS

In response to expressions of concern by Vice President Steiman that this proposal might not offer enough services replacement options, Mr. Underwood outlined how the closures could be balanced so that public services in the library system would be maintained during Bond Program renovations. Ms. Hildreth noted that there would be no more than 3 or 4 renovation projects ongoing at once thus spreading the coverage across the city and throughout the library system. In addition, the City Librarian noted that that options such as offering bookmobile service for branches being renovated as well as increased hours at nearby branches could be provided. Commissioner Chin suggested that the bookmobiles could be moved around to provide services on alternative hours schedules to provide additional coverage. Vice President Steiman emphasized that the plans adopted should as much as possible maintain the hours of public services available.

AGENDA ITEM #5 EXCESSIOR LIBRARY PROP 14 APPLICATION
(Explanatory document: April 18 Prop. 14 Application outline memo)

Bond Program Manager Marilyn Thompson gave the Commissioners a detailed presentation covering the details of the lengthy application for Prop. 14 (State Library Bond) funds prepared for the Excelsior Branch Library. Ms. Thompson noted that the application itself was thirty pages long and it additionally included many pages of supporting documentation. Ms. Hildreth requested that the Commission hold a special meeting to consider recommending the Prop. 14 Application to the Board of Supervisors for its approval as required by law. Ms. Thompson outlined supporting documents including the boundary survey, the CEQA (California Environmental Quality Act) Exemption Certificate, proof of title, studies such as structural, hazardous materials, energy audits, ADA (Americans with Disabilities Act) compliance, and a project feasibility study. Ms. Hildreth noted that the

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

package also included a letter of credit from the Friends and Foundation to provide the Library's 35%-matching funds for that portion of the Prop. 14 Application that referred to furniture, fixtures and equipment that under the state bond program, unlike the local bonds, were allowed to be funded. Deputy City Librarian Paul Underwood discussed extensively the Community Needs Assessment process including the very important Library Plan of Service, the Building Program, and conceptual plans for the branch. Deputy City Librarian Paul Underwood noted that plans for this branch called for a reduction in the overall size of its book collections as part of a balancing effort to provide for as many of the kinds of library services that the community had requested in a facility of this size.

Public comment on AGENDA ITEM #5 EXCELSIOR LIBRARY PROP. 14 APPLICATION

An anonymous member of the public found the explanatory documents inadequate and suggested that rushing to approve this application did not serve the public especially if it included plans to reduce branch book collections. This person commented that community outreach taken over time to consider each of the elements would be preferred to a *fait accompli*. Mr. Ed Regan suggested that every branch have a community room and requested a breakdown of the branch collections by fiction and non-fiction. Mr. Peter Warfield said that he was stunned by this proposal. He commented that it was being done in haste and that this was a disservice as the changes proposed would effect the library system for a generation. Mr. Warfield found appalling that so little time was provided to review a great deal of material and expressed disappointment at the proposed reduction in the branch book collection. Mr. Warfield commented that that there was not even an accurate inventory of the books in the branch and observed that this was not an appropriate plan for a new library.

Commission comment on AGENDA ITEM #5 EXCELSIOR LIBRARY PROP. 14 APPLICATION

In response to comments by Vice President Steiman, the City Librarian proposed to make Application information available as early as possible and pointed out that the overall size of the Library's branch book collection was going to increase when the larger Glen Park and new Mission Bay Branch Libraries opened. President Higueras commented that the book collections at the Excelsior Branch should reflect the unique needs of the community and that the overall branch services plan should address as many of the service needs identified by neighborhood users as possible. President Higueras pointed out that currently the Excelsior Branch was very cramped and needed space for teens as well as for young children. He noted that this required a delicate balancing act to meet and to manage expectations for the renovated branch library. Commissioner Bautista noted that these plans needed to be tailored to the needs of each community. Vice President Steiman called attention to the importance of the improvements to bathroom facilities and the electrical infrastructure of the branch. In answer to a query by Commission Chin, the City Librarian explained the lack of a direct library-school district cooperative agreement for this branch noting that it could only be a renovation project as it only met the 2nd priority requirements as set out in Prop. 14. (State Library Bond).

The number of members of the public who spoke anonymously at this meeting. 1

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public called attention to the retirement of a veteran Clerk of the Superior Count, noting that this person had served for 27 years, the same length of time that this person had been attending Library Commission meetings. The anonymous member of the public commented that they had learned during this time that there was no such thing as an illegitimate concern, that everyone has a right to an answer to their questions, and that the Commissioners must represent the public. This person commented that some concerns thought ridiculous turn out to be matters of great concern. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Library hire four carpenters to build furniture, and that such furniture be stockpiled for future use. Mr. Peter Warfield commented that adding computers did not justify a 10% reduction in the Excelsior Branch Library's book collection and that the expressed priorities of Prop. E (Library Preservation Fund) was for books and hours.

AGENDA ITEM #7 ADJOURNMENT

MOTION: At the suggestion of President Higueras by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of the late Thomas Fowler, Main Library 4th Floor Manager and a long time and much respected Library employee.

Public comment on Agenda item #6 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The meeting was adjourned at 7:35PM.

Michael Housh, Commission Secretary 5/17/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 18, 2002

Item 1:
Approval of the March 21, 2002 Minutes

"The minutes, according to the law, are supposed to include citizen summaries if they are provided. This anonymous citizen provided summaries on Monday. Apparently, they are available to you but not to the public in the back of the room, nor is there notice that the minutes are incomplete.

Neither are those citizen summaries available on the website. The indication is that it is the fault of the provider if they were not provided in electronic format.

Two examples of the lack of clarity: A mention of the article in the Richmond Review ignores the essential point that Commissioner Coulter had asked the article to be distributed and it was not. Further, that article gave a substantially different impression of the Richmond meeting from the staff review.

The comment regarding the gift acceptance policy was that the private organization took advantage of being private and that one advantage was secrecy."

Minutes of the regular Commission Meeting of April 18, 2002

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 18, 2002

Item 2:
Site Acquisition: Ingleside Branch

"I have not following project any more closely than you, and so I look at it at face value and see two alarming concerns.

The impression that one gets is that the motive of the neighborhood may be to clean up an eyesore in that neighborhood. Should we take money which is earmarked for the future of the library and be swayed by neighborhood priorities which may not be the library's?

Now we see what may be private opportunism. A developer shows up at the eleventh hour, buys the property and says, let's have a partnership. This is a dangerous situation for a public entity to find that there have been private transactions on the eve of the city's money becoming involved.

I had some suspicions about the present site which had been empty and then changed hands right before the library signed a lease.

I am becoming cynical."

Minutes of the regular Commission Meeting of April 18, 2002

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 18, 2002

Item 3:
Bond Program Manager's Report

"'Intangible property' is a marvelous oxymoron.

The explanatory documents are described as 'current Bond Program and schedule documents.' This is a complete tautology that conveys no information.

Not only is the current budget report too small to read and there is no indication of why the typeface needs to be that small. It is an open graph with plenty of room for a decent typeface, but it is almost illegible.

We are told that after all of this is moot the staff member will give you magnifying glasses from a party store. I cannot imagine a more eloquent analogy for what you are being faced with.

You are also being warned that when these documents come to you in their final form there will not be any time for you to review them.

I share your concern that you have three projects and three cost overruns already."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 18, 2002

Item 4:
Branch Library Services Options

"I wish there had been explanatory documents relating to this time.

It is a very great concern to me that there will be no temporary facilities in the traditional sense. It is the traditional sense that we mean when we say temporary facilities. We are now told that it is impossible to do what we did with respect to Chinatown and Mission. We raised expectations that that is exactly what we would do when the bond issue was passed.

We need to take a look at what we mean by service options. Putting the books in storage is not a service option.

The public expects neighborhood service and the Supervisors passed a resolution supporting it at the time of Chinatown and Mission.

Walking to Parkside is not neighborhood service to someone in West Portal and that it would seem so to people meeting in the Main Library is not understandable."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 18, 2002

Item 5:
Excelsior Branch - Prop. 14 Application

"The agenda item gives one explanatory document, but there are two. Neither are adequately described by that description.

It will be true that this application will get through the Board of Supervisors if they are also told that there is a big rush and there not adequate time to consider detail. Getting this material on the day you are to pass it, and pushing it through the Supervisors in six weeks is a disservice.

This is especially true in view of the factor that a reduction in the book collection is being considered.

There may be those who prefer meeting room space. If others prefer the opposite, are we taking the time to make an outreach to those people?

Each element of this ought to be considered over a matter of weeks. There is a significant danger that once this is a fait accompli it will be considered precedent."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, April 18, 2002

Item 6:
Public Comment

"Today is a hallmark in that the gentleman from the Real Estate Dept. referred to the anonymous citizen's 'legitimate concern.' That doesn't happen very often.

A clerk in the Superior Court recently retired with twenty-seven years service. That gave me a start because I have been coming here for twenty-seven years. One of the things I have learned is that there is no such thing as an 'illegitimate concern.'

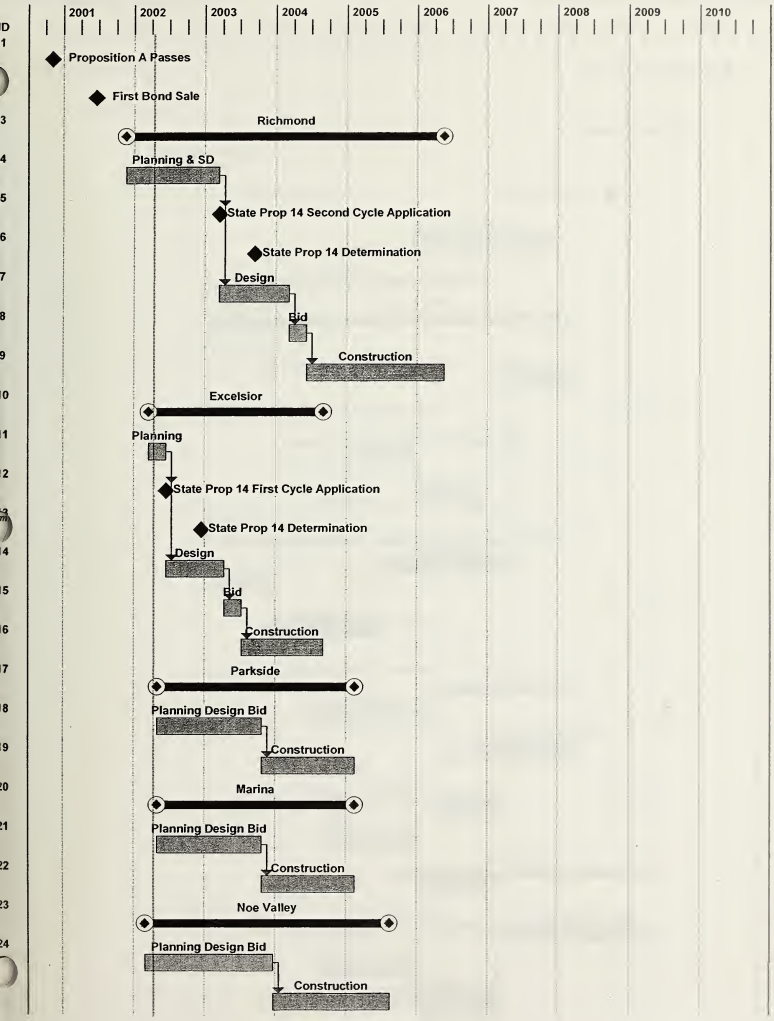
For two reasons: first, every concern has a right to answer, even if it is just plain mistaken you are his representatives and you should answer him.

Second, very frequently, no matter how farfetched it may seem, it will be your concern. All you have to do is wait long enough. There are numerous instances when the commission regarded a concern as ridiculous and then soon found that it was the one thing they needed to pay attention to."

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
April 18, 2002

JOB #	Branch	BUDGET: Baseline Budget (10/01)	BUDGET: Approved Budget (2/02)	REVENUE: City Prop. A Bonds	REVENUE: State Prop. 14	REVENUE: Other Sources	REVENUE: Total All Sources	REVENUE: Appropriated	REVENUE: Reserve	REVENUE: Total Available	EXPENDITURES/ENCUMBRANCES: Budget 31-Mar-02 A	EXPENDITURES/ENCUMBRANCES: Actual 31-Mar-02 B	EXPENDITURES/ENCUMBRANCES: Balance 31-Mar-02 A - B
Phase 0 Projects													
GP	7514A Glen Park	1,770,000	3,426,000	3,426,000			3,426,000	1,338,000		1,338,000	1,770,000	6,623	1,763,377
IN	7516A Ingleside	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000	45,205	1,724,795
PL	7518A Portola [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	5,000	76	4,924
VV	7521A Visitacion Valley [1]	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000			0
SC	7523A Support Services / Brooks [1]	tbd	tbd				0			0			0
	SUBTOTAL	7,400,000	9,056,000	6,966,000	2,090,000	-	9,056,000	6,966,000	-	6,966,000	3,545,000	51,904	3,493,096
Phase 1 Projects													
EX	7525A Excelsior	3,820,000	3,829,000	3,829,000			3,829,000	730,000		730,000	730,000	23,236	706,764
MA	7510A Marina	4,110,000	3,904,500	3,904,500			3,904,500	780,000		780,000			0
MB	7518A Mission Bay	3,350,000	3,350,000	3,350,000			3,350,000	3,350,000		3,350,000	60,000	50,227	9,773
NV	7511A Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	840,000		840,000	840,000	17,361	822,639
PS	7512A Parkside	2,860,000	2,736,000	2,736,000			2,736,000	550,000		550,000			0
RI	7513A Richmond	7,630,000	7,248,500	148,500	4,700,000	2,400,000 (2)	7,248,500	2,370,000		2,370,000	180,747	93,854	86,893
VV	7522A Visitacion Valley	3,220,000	3,066,500	1,806,500	1,260,000		3,066,500	620,000		620,000			0
SC	7524A Support Services / Brooks	9,060,000	8,626,000	8,626,000			8,626,000	215,000		215,000			0
	SUBTOTAL	38,510,000	36,752,000	26,392,000	5,960,000	2,400,000	36,752,000	9,455,000	0	9,455,000	1,060,747	161,442	899,305
Phase 2 Projects													
GP	7515A Glen Park	2,600,000	1,270,000	1,270,000			1,270,000	434,000		434,000	37,815	37,815	0
IN	7517A Ingleside	2,600,000	2,660,000	2,660,000			2,660,000			0			0
PL	7520A Portola	2,600,000	2,660,000	2,660,000			2,860,000			0			0
NB	7529A North Beach	3,460,000	3,287,000	3,287,000			3,287,000			0			0
SS	7527A Sunset	1,460,000	1,415,500	1,415,500			1,415,500	15,000		15,000			0
WP	7525A West Portal	4,110,000	3,904,500	3,904,500			3,904,500			0			0
	SUBTOTAL	17,460,000	15,197,000	15,197,000	-	-	15,197,000	449,000	-	449,000	37,815	37,815	0
Phase 3 Projects													
BV	7528A Bayview	3,820,000	3,829,000	3,829,000			3,829,000			0			0
EV	7520A Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			0
OR	7531A Ortega	3,580,000	3,362,000	1,162,000	2,200,000		3,362,000	70,000		70,000			0
WA	7532A Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			0
	SUBTOTAL	15,390,000	14,620,500	12,420,500	2,200,000	-	14,620,500	70,000	-	70,000	0	0	0
Phase 4 Projects													
AZ	7533A Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE	7534A Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500			0			0
GG	7535A Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7536A Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
	SUBTOTAL	19,660,000	18,677,000	18,677,000	0	0	18,677,000	50,000	0	50,000	0	0	0
Phase 5 Projects													
ME	7537A Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK	7538A Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD	7539A Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
	SUBTOTAL	7,040,000	6,688,000	6,688,000	0	0	6,688,000	15,000	0	15,000	0	0	0
Program-Wide Services & Costs													
LM	7501A Library Program Costs	800,000	800,000	800,000			800,000	300,000		300,000			0
CS	7500A Program Consultants	750,000	750,000	750,000			750,000	300,000		300,000	300,000	70,161	229,839
PM	7508A City Program Management	3,800,000	3,800,000	3,800,000			3,800,000	610,000		610,000	610,000	72,904	537,096
RE	7502A Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AE	7503A Art Enrichment Program	0	0	0			0	30,000		30,000	30,000		30,000
RM	Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000			0			0
FE	Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC	Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	250,000		250,000	153,715	153,715	0
SF	Program Reserve	1,575,000	6,182,500	6,432,500			6,432,500	1,450,000		1,450,000			0
	SUBTOTAL	27,925,000	32,272,500	17,622,500	0	15,000,000	32,622,500	3,060,000	0	3,060,000	1,213,715	416,780	796,935
TOTAL		133,265,000	133,265,000	105,665,000	10,250,000	17,400,000	133,515,000	20,065,000	0	20,065,000	5,857,277	667,941	5,189,336

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,120,000; Portola $1,120,000; Visitation Valley $1,340,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation


ID
2001
2002
2003
2004
2005
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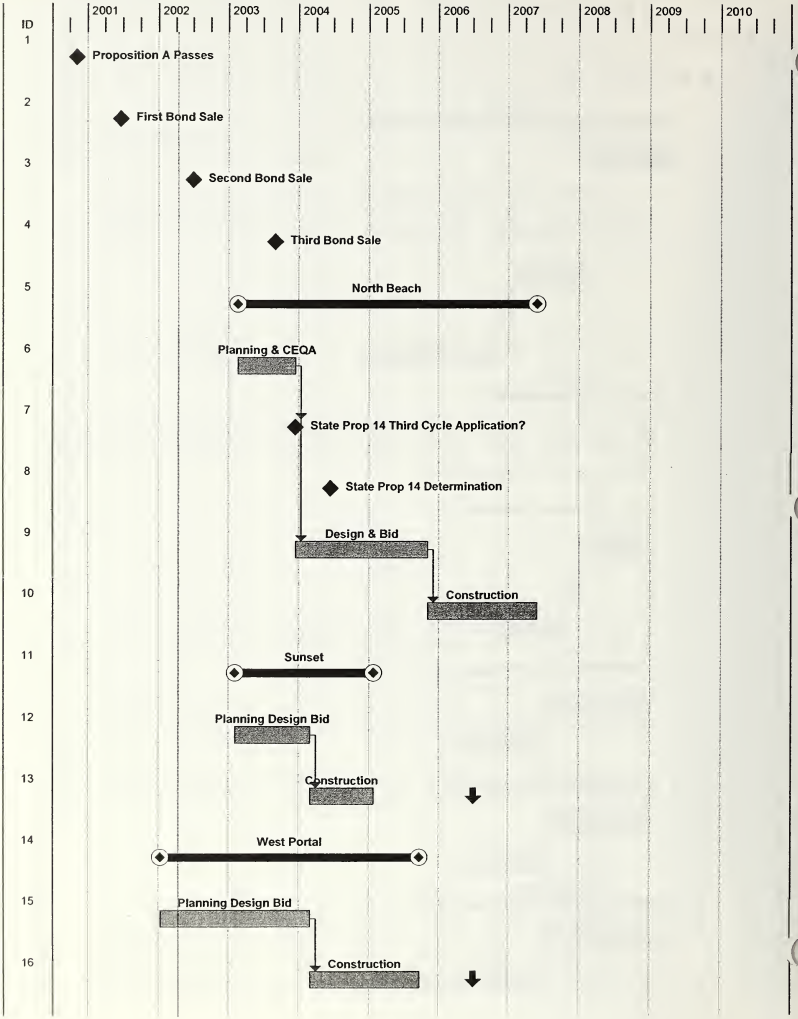
2010
1
Proposition A Passes
First Bond Sale
3
Richmond
4
Planning & SD
5
State Prop 14 Second Cycle Application
6
State Prop 14 Determination
7
Design
8
Bid
9
Construction
10
Excelsior
11
Planning
12
State Prop 14 First Cycle Application
State Prop 14 Determination
14
Design
15
Bid
16
Construction
17
Parkside
18
Planning Design Bid
19
Construction
20
Marina
21
Planning Design Bid
22
Construction
23
Noe Valley
24
Planning Design Bid
Construction

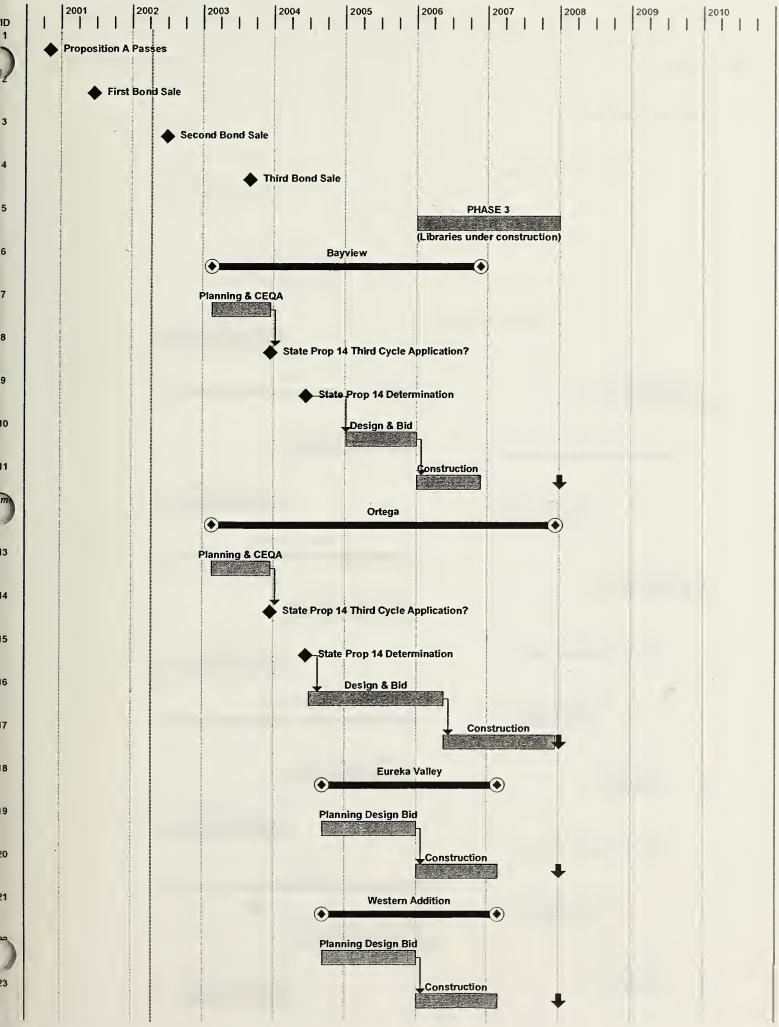
PHASE 2 DETAILED SCHEDULE

04-18-02



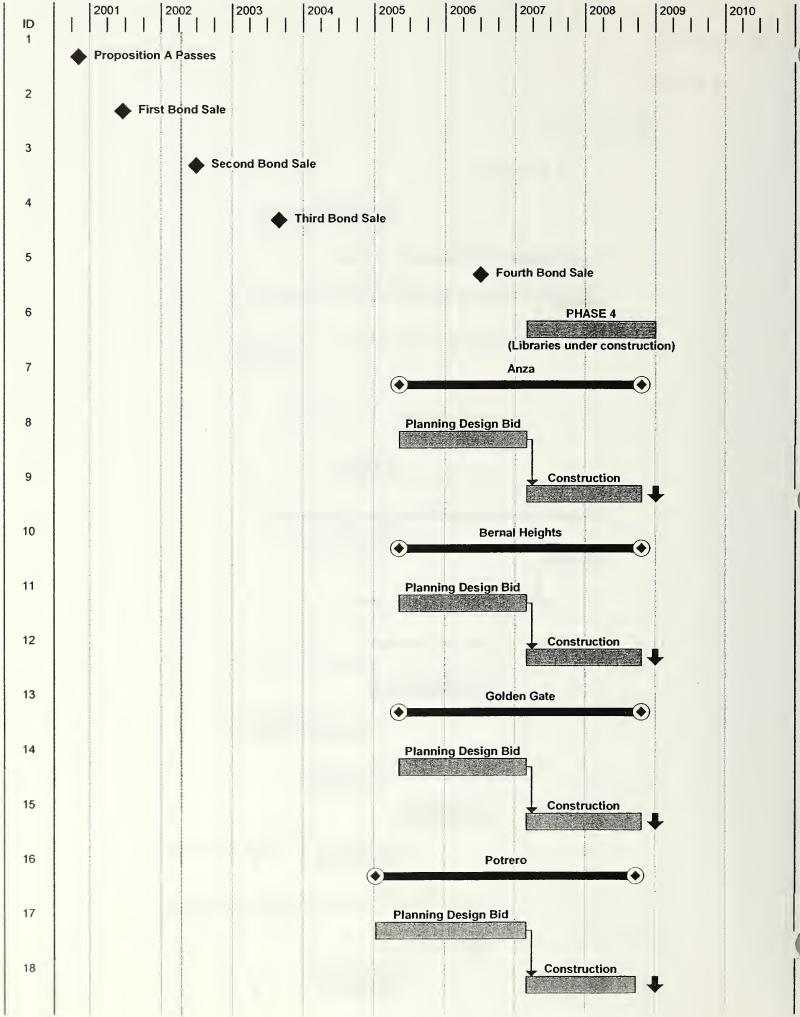
HASE 3 DETAILED SCHEDULE

04-18-02



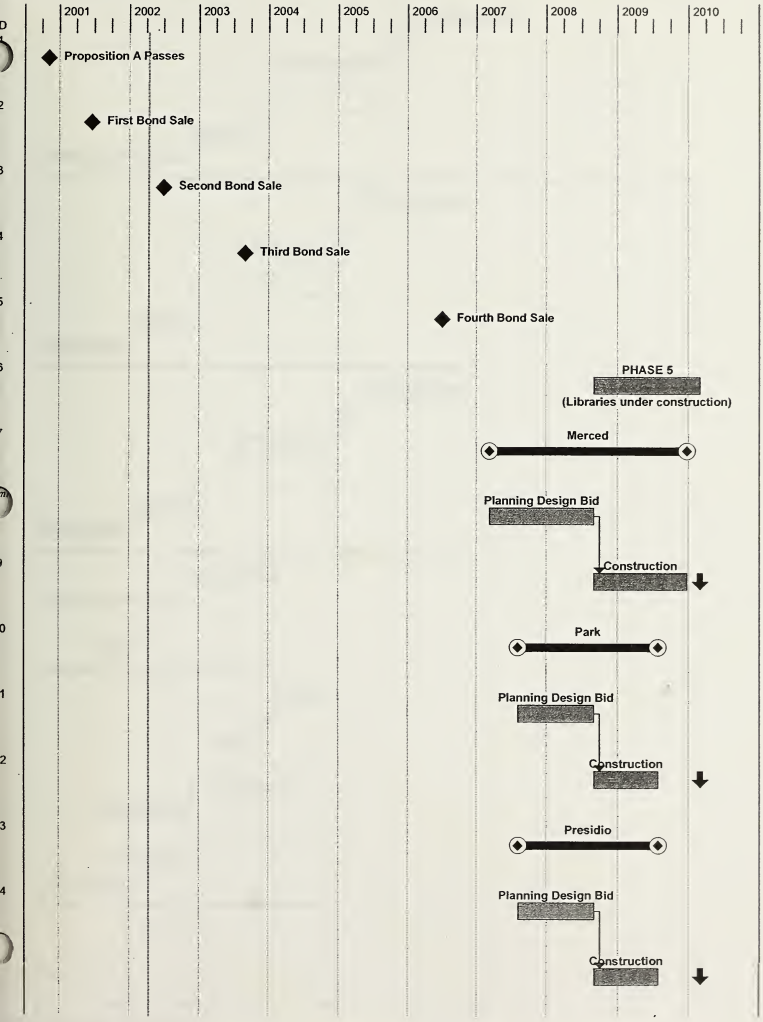
PHASE 4 DETAILED SCHEDULE

04-18-02



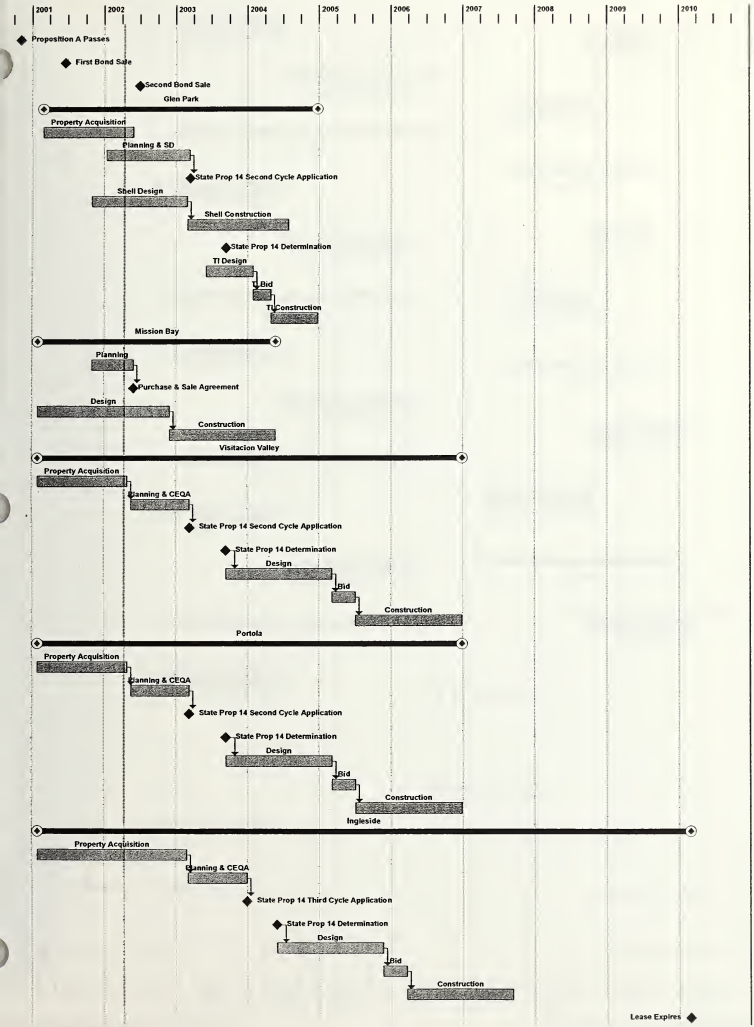
ASE 5 DETAILED SCHEDULE

04-18-02



CONSTRUCTION DETAILED SCHEDULE

04-18-02



Program Summary

- Monthly Library Commission Meetings added, 3rd Thursdays
  - Bond Program Managers Report
  - Agenda Items- action & discussion
- Web-site link on sfpl.org home page
- Program email address blip@sfpl.org
- Newsletter

Program History

- March 2000 State Library Bond Act passed
- November 2000 City Prop A passed
- 19 renovations in 5 phases
  - 5 active (in design or planning)
- 5 new libraries & property acquisitions
  - MBA & GPA letters of intent approved by Library Commission, active in design phase
  - VVA, ING, POR narrowed down to 2 options each

Program Summary

- Highlights:
  - Baseline Budget & Schedule
  - Public Review Process
  - Program Reserve
  - Art Enrichment Fund
  - Second bond sale Fall 2002
  - Draft MOU with DPW
  - Design Excellence Program

Financial Reports

- Fund sources:

  $105.865 million approved City Prop A November 2000 (BLIP)

  $10 million anticipated State Prop 14 March 2000 (Library Bond Act)

  $2.4 million approved City Prop A November 1989 (ESP)

  $15 million anticipated private donations

  $133.265 million total

Financial Reports

- Recap:
  - 06-26-01 $17.665 million first bond sale
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased
  - 12-20-01 Reviewed possible Mission Bay increase (budget will be revised by action on Purchase & Sale Agreement)
  - 01-17-02 Increased Program Reserve
  - 01-17-02 Created Art Enrichment fund

Financial Report Structure
Rows

Phase

Phase 0 (property acquisitions)
Phase 1
Phase 2...

Branch

Excelsior
Marina...

Category (coming soon)

Hard Costs
Soft Costs
FF&E
Relocation / Moving

Financial Report Structure Columns

All fund sources

Includes encumbrances

Budget			Revenue		Expenditures		
Orig 10/01	Current xx/02	Prop'd xx/02	Strategy	Appropriated	Budget	Actual	Balance

Active Projects-
Site Acquisitions

- Mission Bay
- Glen Park
- Portola
- Ingleside
- Visitacion Valley
- Support Services Center

Active Projects

- Richmond
- Excelsior
- Noe Valley
- Parkside
- Marina

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Ingleside Branch Library Site Selection
Date: April 18, 2002

Staff is recommending that the Commission approve the Sunset Auto site as the preferred site for the new Ingleside Branch Library and direct the City's Real Estate Division to enter into purchase negotiations with the property owner.

I wanted to recap the history of the Ingleside site selection process for your information. The new Ingleside Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate Division, surveyed the neighborhood for potential sites. The Library held a community meeting on March 28, 2001, in which we presented eight sites for the new library, including the current Bank of America leased facility. The participants clearly narrowed the field of potential sites to four, which included one site that had not been identified by Real Estate. On July 10, 2001, there was an informal site status review with the Friends of the Ingleside Branch Library. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation are as follows:

- 1649 Ocean Ave. - Existing leased location
  Study to review feasibility of building conversion for library use completed.
- 1250 Ocean Ave. - Sunset Auto
  Owner is interested in selling property.
- 1945-1957 Ocean Ave. – Ramallah Hall
  Owner is not interested in selling property. Used by a variety of groups for events which would trigger complex relocation costs.
- 1801-1815 – San Francisco Church Assembly (formerly Red Roof Restaurant)
  Owner is not interested in selling property.

Community members also suggested an additional potential site which was investigated by Real Estate. The site, at 2020 Ocean Ave., currently houses several small businesses including a 7-11, Taco Bell and Kentucky Fried Chicken. The owner did not respond to letters of inquiry regarding interest in selling and relocation costs for current businesses were estimated to be prohibitively high.

With this review, the field has actually narrowed to two sites, the current leased location and the Sunset Auto site. Attached is project cost and background information on both sites. Here is a summary of key points regarding the sites:

Current leased location – 1649 Ocean Ave.

- Excellent, visible location in center of current Ingleside neighborhood
- Project costs for purchase and renovation are $2.2 million over project budget
- Lot size 7,865 square feet, no room for expansion on ground floor
- Feasibility report by Joseph Chow & Associates, Inc. recommends new facility
- Library service impacted during construction closure (21 months)

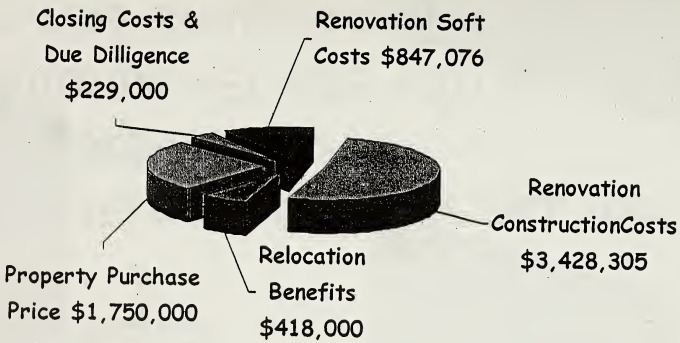
Sunset Auto – 1250 Ocean Ave.

- Location is somewhat removed from center of neighborhood, but City Planning is actively programming this area and anticipate new housing and retail facilities near the site
- Project costs are $384,000 over project budget
- Lot size 11,120 square feet, allowing ground floor expansion
- Concern regarding toxics, will be determined in required testing, seller is required to provide City with clean sight
- Continuous service at current location while new library under construction

A community meeting was held at the library on April 3, 2002. The above information was reviewed; and all participants were informed that the Library would be recommending the Sunset Auto site to the Commission at the April 18th meeting. There was lively discussion regarding the pros and cons of both sites. Most participants were in support of the Sunset Auto site, although some concerns were expressed regarding the location. Other parties have expressed interest in the Sunset Auto site; and we believe that it is important to begin to enter into negotiations in a timely fashion, if the Commission approves this recommendation.

Attachments

1649 Ocean Avenue



- Property Purchase Price $1,750,000
- Closing Costs & Due Dilligence $229,000
- Renovation Soft Costs $847,076
- Renovation Construction Costs $3,428,305
- Relocation Benefits $418,000

Purchase price & Relocation Benefits are estimated based on preliminary inquiry by the Department of Real Estate.

Construction Costs are as estimated in report dated April 2002 by Joseph Chow & Assoc. with funds added for exclusions. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with a construction project of this type. Closing costs include City Attorney, due-diligence reports, Title Insurance, Alta survey, etc.

Moving costs & Real Estate Department are provided for elsewhere.

1649 Ocean Avenue

FORECAST PROJECT COST	$6,672,381
AVAILABLE FUNDS	$4,430,000
DIFFERENCE	($2,242,381)

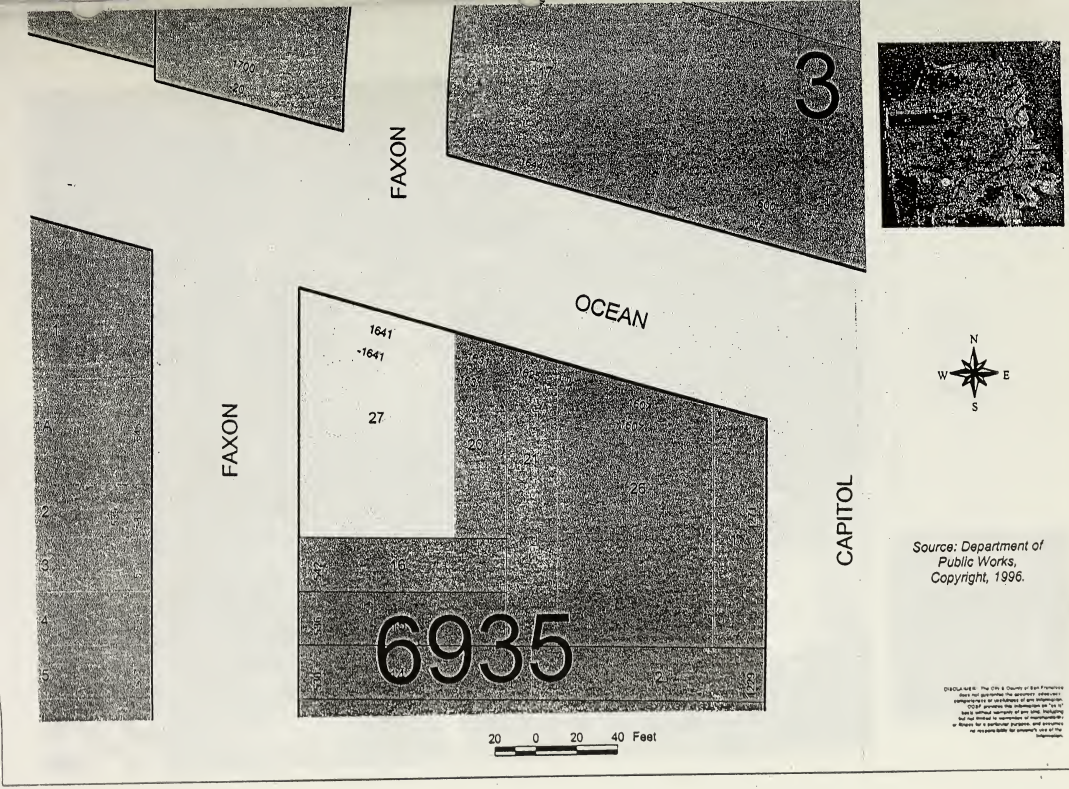
EARLIEST OPENING DATE FALL 2007

LOT SIZE: 7865 SF

BUILDING NET SIZE: 6000 SF

FUTURE EXPANSION: 0 SF (EASEMENT REQ'D)

TEMPORARY CLOSURE: 21 MONTHS



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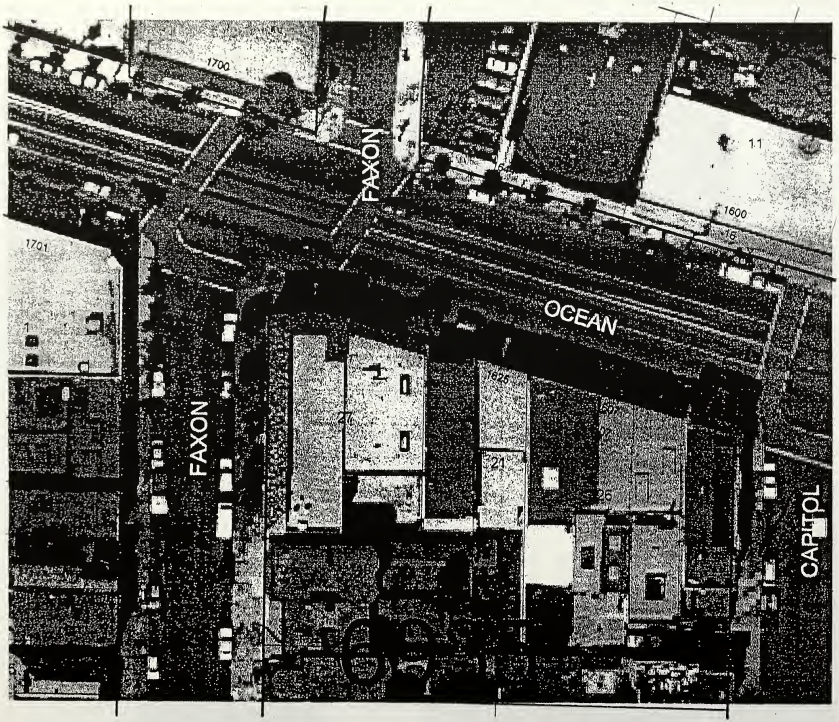
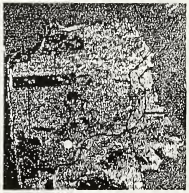
1649 Ocean Ave.





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CITY AND COUNTY OF SAN FRANCISCO
LIBRARY BOND PROGRAM

Assessment Report for

1649 OCEAN AVENUE

San Francisco, California

Submitted By:

JOSEPH CHOW & ASSOCIATES, INC.
650 Delancey Street, Suite 211
San Francisco, California 94107
Tel: 415-777-1288 / Fax: 415-777-2552

April 8, 2002

B. Accessibility: To comply with the City's mandate for accessibility to ease the flow of services and provide the maximum area available for public library services the Library should operate on one level. This would require the demolition of the existing floor slab, site grading, and pouring of a new slab. This work would require the Contractor to shore the existing building and the adjacent building while this work is ongoing.

C. **Technology:** The Library hopes to have up to 20 Public computers and 3 Express computers on line when a new library is opened. It is possible to fit these computers in the new library however some seating and table area dedicated to patron reading, studying, etc. may need to be sacrificed in order to provide enough space for computers use. Due to the existing building structural, available free space, and lack of ceiling plenum space in the Main Reading Room the possibility of adding additional computers would be difficult.

The City will need to upgrade the existing telecommunication infrastructure to accommodate new computers and to allow access to the Internet and the Libraries Intranet.

D. **Seismic and Mechanical/Plumbing/Fire Protection, and Electrical Upgrades:** The existing building structure and utilities are outdated and reaching the end of their useful life. The structure is in need of seismic reinforcing and all utilities should be replaced.

See Structural, Mechanical/Plumbing/Fire Protection, and Electrical Narratives for this Scope of Work.

* * *

* As part of our assignment for this project, we are to provide City support in their decision making process for this Library. Whether the City decides to keep the Library in its present location or relocate it the City will need to purchase the land the Library will occupy per Proposition A. The question is whether or not it would be beneficial to renovate the existing library or to construct a new one.

A renovation project would include a major overhaul of the existing HVAC and electrical utilities as well as seismic strengthening. Taking into consideration the complexities of upgrading the building to current building codes and the functionality of the space, as well as the associated time and financial impacts of a renovation project we would recommend the City review the potential of purchasing land and building a new library, which would be specifically designed to meet all of the desired program needs.

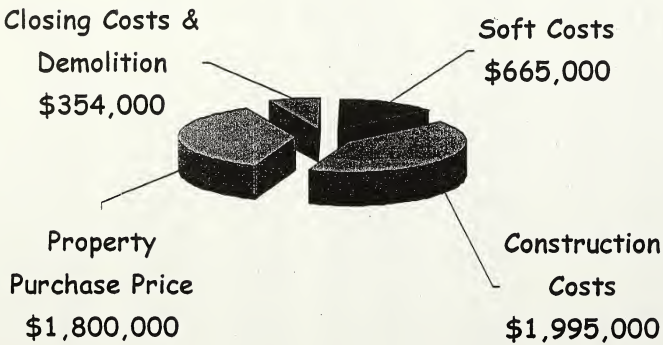
A new library will allow the City to incorporate future expansion requirements easily. With the growing population in the foreseeable future and the importance of the written word, as well as the need to communicate in an electronic media a new library would be able to adapt to the future and grow as the neighborhood grows.

If the City decides to maintain the Library in its current location, the facility can be used somewhat successfully as a Library, however as the future draws near, the Library will be limited and restrained in its current envelope and utility infrastructure. Financial investments in a renovation project such as this would be relatively short term, as the need to upgrade this Library in size and technology will only increase.

A major impact associated with a renovation project on the existing site is the 18 months to 2 year construction period. During this time Library services could not be provided on site due to the extent of work required.

The City and the community would be better served if the City could provide a new Library meeting or exceeding all building codes, incorporating energy efficient design, and providing for the Library's current and long term needs.

1250 Ocean Avenue



- Property Purchase Price $1,800,000
- Closing Costs & Demolition $354,000
- Soft Costs $665,000
- Construction Costs $1,995,000

Purchase price is estimated based on preliminary inquiry by the Department of Real Estate.

Construction Costs are budgeted for new construction. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with a construction project of this type. Closing costs include City Attorney, Title Insurance, Alta survey, demolition costs, utility connection fees, etc.

Moving costs & Real Estate Department are provided for elsewhere.

1250 Ocean Avenue

FORECAST PROJECT COST	$4,814,000
AVAILABLE FUNDS	$4,430,000
DIFFERENCE	($384,000)

EARLIEST OPENING DATE FALL 2007

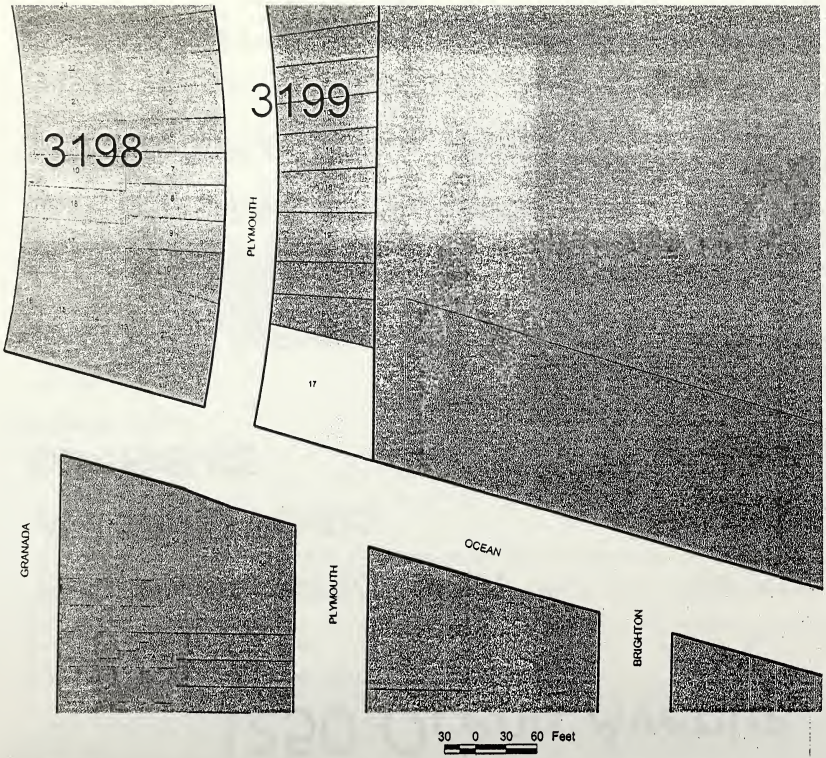
LOT SIZE: 11,120SF

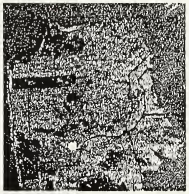
BUILDING NET SIZE: 6000SF

FUTURE EXPANSION: 4500SF +

TEMPORARY CLOSURE: 0 MONTHS

1200 Ocean Ave.





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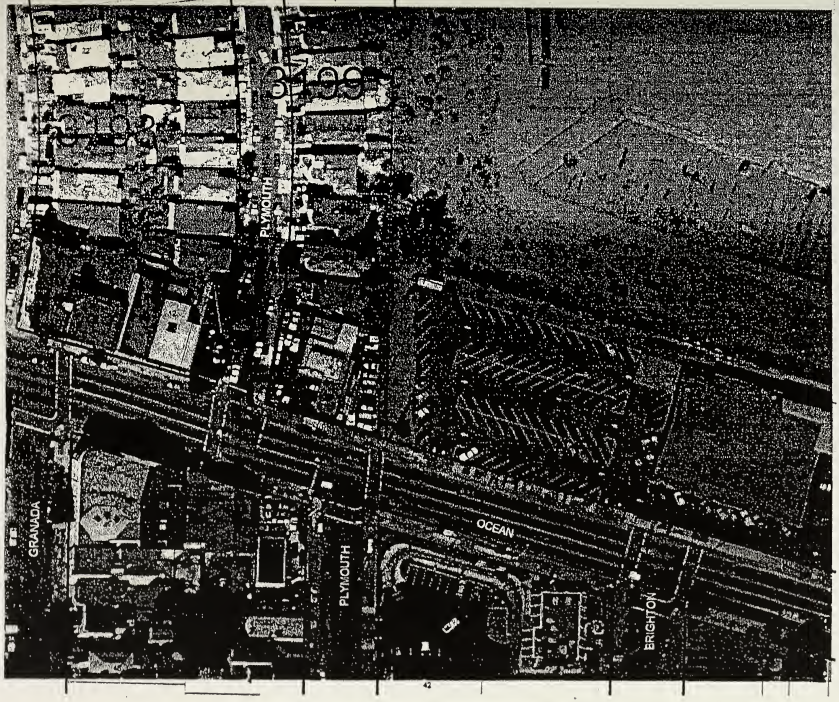

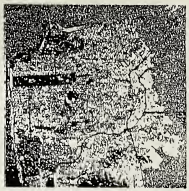

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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Proposition 14 application for Excelsior Branch renovation
Date: April 18, 2002

Library staff is working diligently to prepare the Proposition 14 (State Library Bond Act) application for the Excelsior Branch renovation. The Commission will be asked to recommend approval of this application to the Board of Supervisors on Tuesday, April 30, 2002, at a special Commission meeting at 1pm in the Koret Auditorium, Main Library. Although the application is due in Sacramento on June 14th, 2002, we anticipate that it will require six weeks to obtain the various reviews and approvals required through the Board of Supervisors. The application is very detailed and includes many attachments. Due to the significant amount of staff work required to prepare the application, we will not be able to provide the Commission with copies of the application prior to the April 30th meeting. Therefore, we wanted to provide you with an outline of the materials that you will be reviewing on April 30th. The outline of the application package is listed below:

- Project application
- Boundary survey, showing metes and bounds of proposed site, stamped and signed by a licensed land surveyor
- CEQA categorical exemption – statement of basis for claim and copy of Notice of Exemption
- Visual record of library
- Proof of marketable record title
- Required studies for remodeling – structural, hazardous materials, energy audit, ADA study, project feasibility study
- Community library needs assessment
- Library plan of service
- Library building program
- Conceptual plans
- Projected construction cost estimate based on conceptual plans
- Governing body resolution of availability of funds

We will be able to review the application and attachments in detail on April 30th.

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Friday, May 3, 2002

TIME: 12:00 PM - Noon NOTE DIFFERENT DAY/TIME

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION ACTION
Discussion of and possible action to recommend that the Board of Supervisors approve a Prop. 14 (California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000) application for the Excelsior Branch Library renovation.
Explanatory document: Excelsior Branch Library Prop. 14 application documents

2. ADJOURNMENT (motion and public comment required) ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. 4/30/02 - M. Housh, Secretary

GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness, ste. 3900, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary 4/24/02

DRAFT PROP. 14 RESOLUTION FOR THE LIBRARY COMMISSION

WHEREAS, The voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" to support the construction and renovation of branch libraries;

WHEREAS, The voters of the State of California passed Proposition 14, "The California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" ("Bond Act") which provides state matching grants for qualifying library construction and remodeling projects on a competitive basis; and

WHEREAS, The planned project to renovate the Excelsior Branch Library appears to satisfy the funding priorities for Bond Act matching grant funding; and,

WHEREAS, Library staff has prepared a Bond Act grant application for the Excelsior Branch remodeling project, including application form and supporting documentation, that is on file with the Clerk of the Board of Supervisors, which is hereby declared to be a part of this resolution as if set forth fully herein; and,

WHEREAS, Section 20440 of Title 5; of the California Code of Regulations requires the Board of Supervisors to certify the Bond Act grant application for the Excelsior Branch; now, therefore, be it

RESOLVED, That the Library Commission approves the Bond Act grant application for the Excelsior Branch remodeling project, including application form and supporting documentation; and be it

FURTHER RESOLVED That the Library Commission urges the Board of Supervisors to certify the City's Bond Act grant application as required by Section 20440 of Title 5; of the California Code of Regulations.

_____

Charles A. Higueras, AIA, President

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Friday, May 3, 2002.

The San Francisco Public Library Commission held a special meeting called by the Commission President on Friday, May 3, 2002 in the Koret Auditorium, Main Library.

Commissioner Coulter called the meeting to order at 12:06 PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Streets. Commissioners Higueras, Steiman, and Swig were reported excused attendance.

AGENDA ITEM #1 EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION

City Librarian Susan Hildreth provided the Commissioners with an overview of the Library's Prop. 14 (California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000) application for the Excelsior Branch Library's renovation. Ms. Hildreth cited in particular the very hard work contributed by Deputy City Librarian Paul Underwood, Library Chief of Branches Donna Corbeil, Librarian III Joan Goldman, and Terry Gwazdowski, Excelsior Branch Manager in helping to prepare the application. The City Librarian then introduced Deputy City Librarian Paul Underwood who discussed the details of the community needs assessment and highlighted background information and statistics about the Excelsior Branch Library.

Mr. Underwood discussed in some detail the Library's efforts to gather branch library staff input, review background data, such as information provided by the 157 respondents to the Library's David Binder Survey that identified Excelsior as their branch library and the information gathered at two community meetings in proposing plans for the branches' renovation. The Deputy City Librarian characterized the Excelsior neighborhood as a proud and diverse community that hoped to build on the strengths of the existing library and improve its ability to provide services the neighborhood wanted. Mr. Underwood noted that community and staff input had recommended significant improvements in the building's technology infrastructure to allow for more computers, called for increases in materials available in Chinese and Spanish, that the branch be more active in community outreach, and that there be an increased focus on serving neighborhood children, youth, and teens The Deputy City Librarian reported that that residents had requested more opportunities for computer training for residents, in particular seniors. Also reported of interest to the community were a homework help program, a portable computer lab, more uses for the community room as a neighborhood "Commons" and changes to the building layout that

would create more comfortable zones for reading. Mr. Underwood additionally noted that the plans also included extensive technology infrastructure improvements so as to allow for future technology expansion and flexible uses for the Excelsior Branch.

Branch Bond Program Manager Marilyn Thompson then presented an extensive description of both of the proposed building plans that had been presented to the community for its consideration. Ms. Thompson noted that Scheme A, which placed the children's spaces near services areas and the renovated and ADA accessible rest rooms was the preferred alternative by those attending the community meetings. The Branch Bond Program Manager reported that it was proposed to remove interior partitions, move the front walls forward gaining 234 sq. ft. by eliminating an existing set back, integrate the community room as program space and relocate it to the rear of the building opening onto an exterior space. Ms. Thompson noted that branch staff gave up their existing break room and that staff functions were proposed to be shifted to the front of the building and provided with ergonomic upgrades and a new staff restroom. Ms. Thompson additionally pointed out that making all of the changes and improvements required to meet both ADA (Americans with Disabilities Act) requirements and the community's request for services had made some trade-offs necessary. Ms. Thompson noted that the community's requests for more children, youth and teen services, additional multi-language collections, and more computer access required that the new design have less back of house space and more spaces for public services. The Branch Bond Program Manager called attention to the planned installation of a cellular floor pad to provide for maximum future flexibility for technology upgrades. Ms. Thompson additionally pointed out proposed lounge seating area near a large window, the potential for putting in skylights, and rearrangement of book stacks to allow better light flow throughout the structure. The Bond Program Manager noted that additional computer stations were being added including an amoeba table for children's computers, more space was provided for Chinese and Spanish materials, an improved circulation desk was to be created, better quiet reading areas placed at the rear of the building added, and that teens would have their own area with specialized collections and computers. Ms. Thompson also reported that the floor plans had been set up to allow clear staff sight lines throughout the building

The Branch Bond Program Manager then discussed the financing package proposed for the Excelsior Branch Library, noting that if successful the Prop. 14 (State Library Bond) funds could provide 65% of the $4.3 million project cost including, unlike local bond money, some funds for furniture, fixtures, and equipment. The City Librarian noted that a Letter of Credit provided by the Friends and Foundation would provide for the 35% or $175,000. local match for these funds.

Public comment on AGENDA ITEM #1 EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION

An anonymous member of the public commented on the importance of the old English concept of "Commons", but cautioned against efforts to expand the library's scope.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

This anonymous member of the public suggested that the role of the library was preservation of knowledge and literature, not as a community meeting place. Mr. Peter Warfield reported that he had attended the April 20th Excelsior Branch Community meeting and what he had heard were requests for books and more books. Mr. Warfield commented that this was not emphasized in the presentation and further noted that the library's plans called for a reduction in books, space for books, less seating and tables, and reduction of two service desks to one. Mr. Warfield observed that there had not been enough time for members of the public to review the plans and that the community comment process had been flawed. Mr. Steven Currier, President of the Outer Mission Residents Association, presented a letter about the proposed plans to the Commission and suggested that more books, not more computers, were wanted by neighborhood residents. Mr. Currier also suggested that the branch library become the archival repository for materials documenting neighborhood history. He provide a copy of a letter from Ms. Carol Taylor, a neighborhood resident, suggesting more books were wanted at the branch. Mr. Martín Gómez, Executive Director of the Friends and Foundation, expressed the Friends and Foundation's eagerness to be an active partner with the Library in the renovation of the Excelsior Branch Library and noted the Letter of Credit that they had provided to meet the required local matching funds for this project. Ms. Sue Cauthen, Council for Neighborhood Libraries, observed that the Excelsior Branch needed more books as well as other things, but expressed support for the proposed design. Ms. Cauthen then gave to the Commissioners and described an informational document on branch library circulation, staffing, and use she had complied from library figures. Ms. Cauthen noted that she hoped that this document would become a project of the Council for Neighborhood Libraries. Mr. Ed Regan commented that he was opposed to any cooperative relationship with the San Francisco School District at the Excelsior and Portola Branch Libraries, noting that in his view schools, as part of their educational mission, should provide library services for those under 18 and the public library should serve adults.

Commission comment on AGENDA ITEM #1 EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION

Ms. Hildreth briefly outlined the nature of the required relationships between schools and libraries mandated by Prop. 14 (State Library Bond) to be a 1st priority project for new construction and commented that the Excelsior Branch was clearly a 2nd priority renovation project with no special school cooperation agreement. In response to a query by Commissioner Streets, the City Librarian clarified that the Friends and Foundation Letter of Credit was expected to cover the entire period until the expected completion of this project in 2004. In answer to questions by Commissioner Chin, the Deputy City Librarian reported that overall amount of seating available in the reconfigured branch would drop from 73 to 68 but that in doing so the library would be able meet the requirements of the ADA (Americans with Disabilities Act) requirements for wider aisles and fully accessible restrooms. In response to further questions by Commissioner Chin regarding the proposed lounge seats, Mr. Underwood discussed the effort made to balance the competing requests of branch users within the physical limitations of the building. Responding to a question by Commissioner Bautista, the City

The number of members of the public who spoke anonymously at this meeting. 1

Librarian reported that staff proposed to refresh the book collections at the Excelsior Branch so as to have a collection that met the needs of branch users. Commissioner Bautista reminded the Commission that the Excelsior Branch Library has had a sister library relationship with a local library in Manila, begun during Mayor Dianne Feinstein's Administration, and that its high profile Filipino collections were an important asset to the community. The City Librarian discussed how the Library proposed to improve the quality of the book collections at the Excelsior branch, noting that its collection was already larger than that of branches of a similar size, in response to Commissioner Coulter's expression of concern about potential political difficulties created by proposing any reduction to the size of the branches' book collection. Chief of Branches Donna Corbeil discussed the balancing act staff found necessary to meet the diverse needs of the community served by the branch noting that there was significant use of this branch by neighborhood children. Deputy City Librarian Paul Underwood also called attention to a recommendation that preservation of community history be a part of the branches' program and in response to Commissioners expressions of concern suggested that staff would monitor the use of the lounge seating areas.

MOTION: to recommend that the Board of Supervisors approve a Prop. 14 (California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000) application for the Excelsior Branch Library renovation by Commissioner Bautista, seconded by Commissioner Chin.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Streets)

AGENDA ITEM #7 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of the late Annette McNear, a long time and devoted Library employee.

Public comment on Agenda item #6 ADJOURNMENT

An anonymous member of the public recalled that Ms. McNear was well known for her strong views and described her as an outspoken professional librarian.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Streets)

The meeting was adjourned at 1:19PM.

Michael Housh, Commission Secretary 5/17/02

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Section 20440, Appendix 1

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- ***Limit comments throughout the entire form to the space provided unless otherwise stated.***
- ***Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.***
- ***Attachments shall not be accepted unless required by regulation or called for in the application form.***
- ***Applicants shall submit a completed Application Form and six additional copies of the form.***

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

Official Name of Project: > Excelsior Branch Library Renovation

2. **Type of Applicant Jurisdiction:** > *(Check one only)* City: ○ County: ○ City/County: ◉ District: ○

3. **Grant Applicant Name:** > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

4. **Authorized Official of the Applicant Jurisdiction:** > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

Title: > Mayor Phone: > 415.554.6141

E-mail: > damayor@ci.sf.ca.us

Address: > Office of the Mayor, City Hall, Room 200

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

5. **Project Coordinator:** > Harlan Kelly, Jr.

Name of individual who will have administrative control over the project for the applicant local jurisdiction

Title: > Deputy Director, Department of Public Works Phone: > 415.554.6920

E-mail: > harlan_kelly.jr@ci.sf.ca.us

Address: > Dept of Public Works, City Hall, Room 348

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

6. **Alternate Project Contact Person:** > Marilyn Thompson, AIA

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > marilyn_thompson@ci.sf.ca.us

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

7. **Head of Planning Department:** > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald_green@ci.sf.ca.us

Address: > Department of City Planning, 1660 Mission St., 5th floor

San Francisco, CA 94103

8. **Head of Public Works or General Services Department:** > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt

Title: > Director Phone: > 415.554.6920

E-mail: > edwin_lee@ci.sf.ca.us

Address: > Department of Public Works, City Hall, Room 348

#1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. **Operating Library Jurisdiction:** > San Francisco Public Library

Legal name of library that will operate the public library.

10. **Library Director Name:** > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

11. **Alternate Library Contact Person:** > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

12. **Library Building Program Consultant:** > Dallas Young Shaffer

(If applicable)

Title: > Library Consultant Phone: > 206.780.8475

E-mail: > dallas@bainbridgeisland.net

Address: > 11071 Ollalie Lane

Bainbridge Island, WA 98110

13. Technology Planning Consultant > Department of Telecommunications & Information Services

(If applicable)

Title: > Lewis Loeven, Director Phone: > 415.554.0801

-mail: > lewis_loeven@ci.sf.ca.us

Address: > 875 Stevenson Street, 5th Floor

San Francisco, CA 94103

14. Project Architect: > Bureau of Architecture, Public Works **License #** > C12859

Providing construction budget estimate and/or conceptual plans.

Title: > Mark Dorian, AIA, Bureau Manager Phone: > 415.557.4700

E-mail: > mark_dorian@ci.sf.ca.us

Address: > 30 Van Ness Ave., Suite 4100

San Francisco, CA 94102

15. Project Manager: > Marilyn Thompson, AIA

(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > marilyn_thompson@ci.sf.ca.us

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

16. Construction Manager: > To be determined

(If applicable)

Title: > Phone: >

-mail: >

Address: >

17. Construction Cost Estimator: > Cooper Pugeda Management, Inc.

(If applicable)

Title: > Ismael Pugeda, P.E. Phone: > 415.433.6651

E-mail: > ismaelp@cpmservices.com

Address: > 110 Sutter St., Suite 400

San Francisco, CA 94104

18. Hazardous Materials Consultant: > IHI Environmental

(If applicable)

Title: > John Heim, Environmental Specialist Phone: > 510.923.1661

E-mail: > calif@ihi-env.com

Address: > 1260 45th St., Suite L

Emeryville, CA 94608

19. Project Interior Designer: > Environments/ Interior Design & Consulting

(If applicable)

Title: > Michele Needel Linback, ASID Phone: > 619.291.7979

mail: > mlenvironments@earthlink.net

Address: > 3103 Falcon St., Suite C

San Diego, CA 92103

TYPE OF PROJECT

New Public Library Building

	Gross Total Project Square Footage
1. Construction of a New Public Library Building	> _____ SF
2. Conversion of an Existing Building into a New Public Library Building	> _____ SF
3. Conversion and Expansion of an Existing Building into a New Public Library	> _____ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > _____ SF

Expansion: > _____ SF

Priority:

☐ *First Priority "Joint Use"*

☐ Co-Location Joint Use
☐ Joint Venture Joint Use

☐ Computer Center
☐ Family Literacy Center
☐ Homework Center
☐ Shared Electronic/Telecommunications
☐ Subject Specialty Center
☐ Career Center
☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > _____

☐ *Second Priority "All Others"*

Existing Public Library Building

	Gross Total Project Square Footage
4. Remodeling an Existing Public Library Building	> 0 SF
5. Remodeling and Expansion of an Existing Public Library Building	> 8,556 SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > 8,322 SF

Expansion: > 234 SF

☐ *First Priority* $ 8,556

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > _____

☑ *Second Priority "All Others"*

Field Act Applicability *(Joint use projects only)*

6. Is the project subject to the Field Act? > YES ○ NO ◉

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ◉

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%

1. **Dedicated to Public Library Use** *(Including Public Library / School Library Use, if Joint Use Project)* > _____ SF 0 *Line 1 SF divided by (Line 1 SF + Line 3 SF)*

2. **Dedicated to "Other" Uses** **SQ FT**

   A. Specify > _____ _____ SF

   B. Specify > _____ _____ SF

   C. Specify > _____ _____ SF

   D. Specify > _____ _____ SF

   E. Specify > _____ _____ SF

   F. Specify > _____ _____ SF

   G. Specify > _____ _____ SF

   H. Specify > _____ _____ SF

3. **Subtotal: Dedicated to "Other" Uses** > 0 SF 0
   Add Lines 2A SF thru 2H SF *Line 3 SF divided by (Line 1 SF + Line 3 SF)*

4. **Common Areas**[1]

5. **Subtotal: Total of Common Areas**[1] > _____ SF
   Must equal Line 6 SF + Line 7 SF

SQ FT

6. Public Library Pro Rata Share of Common Areas[1] > 0 SF
   Line 5 SF x % in Line 1

7. "Other" Uses Pro Rata Share of Common Areas[1] > 0 SF
   Line 5 SF x % in Line 3

8. **TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE** > 0 SF
   Add Lines 1SF, 3 SF, & 5 SF

9. **SF ATTRIBUTABLE TO PUBLIC LIBRARY USE** > 0 SF
   Line 1 SF + Line 6 SF

[1]*"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.*

PROJECT PLANNING INFORMATION

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 42,752
2. *Source:* > P-1 General Characteristics of Persons, 1980 Census
3. ***Population Percentage Change from 1980 to 2000:*** > 25%
4. ***Public library project's service area 2000 population:*** > 53,612
5. *Source:* > P12 Sex by Age -- Census 2000 Summary File 1 (SF 1) 100 Percent Data
6. ***Population Percentage Change from 2000 to 2020:*** > -4%
7. ***Public library project's service area 2020 population:*** > 51,460
8. *Source:* > Interim Co Pop Proj, Est. 7/1/00; Proj to 2020 Ca Dept of Finance, Demographic Research Unit, 6/01

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > _____
10. *Source:* > _____
11. ***Population Percentage Change from 1980 to 2000:*** > _____%
12. ***Project's public school attendance area(s) 2000 student population:*** > _____
13. *Source:* > _____
14. ***Population Percentage Change from 2000 to 2020:*** > _____%
15. ***Project's public school attendance area(s) 2020 student population:*** > _____
16. *Source:* > _____

Existing Library Facility Square Footage

Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 8,322 SF
If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > _____ SF
If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000 The Library serves a population of 793,700 in a city of 45 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, Proposition E, which created a funding mechanism to support library operations including a dedicated share of property tax and a guaranteed share of the City's general fund, required the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public service strategy of many small, neighborhood branches.

Up-to-date and welcoming library facilities are a priority for San Francisco. The Main Library was opened in 1996; the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999 and the new Ocean View Branch was opened in 2000. The Library is currently embarking on its Branch Library Improvement Program to renovate the remaining 19 branches, to replace 4 leased facilities with City-owned libraries and to build one new branch, the 27th, in the newly developing Mission Bay neighborhood. When this program is complete, there will be an additional 50,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 30% of the current space. In January 2002, the Library completed its "Branch Facilities Plan" which includes assessments and projected modifications for all existing branches, determines siting criteria and design guidelines for new libraries and a functional building program which is a basis for all projects. Accessible, safe, flexible, user-friendly branches are the key goal of the Branch Library Improvement Program.

Before the introduction of electronic resources, the Excelsior Branch Library was considered a "resource" branch, along with five other branches throughout the library system, that provided in-depth information services and collections for its neighborhood. Several smaller branches that are adjacent to the Excelsior Branch used this branch as their first point of referral for in-depth information needs. The branches that are adjacent to Excelsior will all increase in size during the Branch Library Improvement Program. The Glen Park Branch, .7miles from Excelsior, is increasing from 1,500 to 8,500 square feet, planned for 2004. The Ingleside Branch, 1.6 miles from Excelsior, is increasing from 4,500 to 6,000 square feet by 2007. The Portola Branch, 1.7 miles from Excelsior, is increasing from 3,000 to 6,000 square feet by 2006. The Bernal Heights Branch, 1.4 miles from Excelsior, is 8,700 square feet and will be completely renovated by 2008. Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public LIbrary is moving from the "resource" branch model to a service strategy where most branches are 6,000 - 8,000 square feet and provide a variety of resources and services for users. The branches will serve as "living rooms" of our neighborhoods and provide collections and services that meet the diverse needs of our communities. Of course, the Main Library serves as the major resource for in-depth reference as well as the Chinatown Branch, 17,000 square feet in the northeast section of the City and the Richmond Branch, which will be expanded from 9,000to 15,000 square feet, on the City's west side. Because the Excelsior Branch is centrally located and readily accessible by public transportation, it will continue to function on its 7-day operating schedule after its renovation.

Because the population of San Francisco is projected to decrease slightly and because the City is primarily built-out, with only limited opportunity for in-fill housing, the Library is not planning for construction of additional branches. As mentioned previously, we are planning a new 7,700 square foot branch for the newly developing Mission Bay neighborhood, with an anticipated build-out population of 30,000 by 2010. We are also monitoring development plans for three former military facilities that are now being programmed for public use and housing - Treasure Island, Hunters Point Naval Shipyard and the Presidio.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > 1967 Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > _____ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > none Year

If no existing public library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > _____ Year

If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

[1] ***Pertaining to the load bearing elements of the building***

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ◉ No ○
2. Will the library site be owned by the applicant? Yes ◉ No ○
3. Will the library site be leased by the applicant? Yes ○ No ◉
4. If the library site will be leased, provide the name of the owner: > N/A
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ◉
   [See Education Code section 19995(c)]
6. Is the site currently dedicated to the operation of a public library? Yes ◉ No ○

Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○
8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ○ No ◉

Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $
    (or library portion of site, if multipurpose project)
12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Building *(For Conversion Projects Only)*

13. What is the appraised value of the building? > $
    (or library portion of site, if multipurpose project)
14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Excelsior neighborhood is mostly residential, surrounded by the campus of City College to the west and a large urban park to the east. The neighborhood is also comprised of small and moderate-scale commercial districts along Mission Street, which include small businesses, restaurants and some medium size retail businesses.

The branch is easily accessible due to its central location within the neighborhood and adjacency to the business district. It is located within walking distance to the many residents in the neighborhood, the YMCA, a City Recreation & Park facility, Boys & Girls Club and Jewish Home for Seniors. Pedestrian sidewalks run the length of Mission Street through the neighborhood and along most of the side streets. Arteries surrounding the branch allow safe and direct passage to the branch for residents and those traveling by public transportation.

Compared to other San Francisco communities the Excelsior district is fairly flat. The branch is a one-story structure facing Mission Street on a corner lot. There is a slight elevation on the street on the north side of the building but this is not an impediment to walking.

Public Transit Access

☛ **Number of public transit stops located within 1/4 mile of site: >** 15

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Four municipal bus lines serve the section of the community where the branch is located. Three of these offer wheelchair access during all operating hours*. One line, the 14 Mission, also provides night owl or 24 hour a day service.

Summary of bus line services:
Route 14* - every 30 minutes stops at Mission and Geneva (2 blocks from branch)
Route 52* - every 20 minutes stops at Mission and Geneva, runs from 6:20 a.m. though the day to 12:20 a.m.
Route 44* - every 30 minutes stops at Mission and Silver (2 blocks from the branch), runs from 5:00 a.m. through the day until 1:00 a.m.
Route 49 - every 15 minutes stops at Mission and Silver, runs from 5;30 a.m. through the day until 1:15 a.m.

The branch is situated between two Bay Area Rapid Transit (BART) line terminals. The Glen Bart and Balboa Park stations are within a 1/2-mile radius of the branch. There is a pedestrian crosswalk across Mission Street at Francis Street, approximately 100 feet from the branch entrance.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

In San Francisco, the popularity and acceptability of bicycling as a transportation option for commuting to work, shopping and recreation is well established. The City's temperate climate, with a long dry season and a lack of ice and snow, is nearly ideal for bicycling. The limited supply and high cost of auto parking, high gas costs, increasing traffic congestion, and the City's compactness all make bicycling and walking an attractive option for many San Franciscans.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle Parking Requirements for City-Owned and Leased Buildings stipulates that the Excelsior Branch Library have the following:

- Class 2 Bicycle Parking spaces - These are bicycle racks which permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.
- The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.
- Section 155.1. (c) Required Number of Spaces, which includes libraries, requires the number of spaces to equal "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Excelsior neighborhood includes the area north of Geneva Avenue, west of Alemany Boulevard and south of Silver Avenue. These three streets are major thoroughfares offering easy access by automobile in and out of the neighborhood and to the branch, other parts of the city and within the community. Within 1/4 mile of the branch is an entrance/exit to Interstate 280, which leads no other major freeways providing cross-town access. Mission Street is a major street running from the south to the north end of the City, beginning in the south as State Highway 82 and continuing to the Embarcadero at the waterfront as Market Street.

To facilitate access for disabled users, there are curb cuts at both ends of the block which the library is on and one blue zone in front of the branch. No off street parking is provided by the library but there are metered spaces in front of the branch and on the adjacent side street. Mission Street has metered parking on both sides of the street. There is no residential permit required for side street parking and Alemany, which runs parallel to Mission Street, is also available for on-street parking.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
1. >	Mission Street - northbound	4	10,217	09/14/00
2. >	Mission Street - southbound	4	8,467	09/14/00
3. >				
4. >				

Library Automobile Parking

1. Number of library parking spaces available off street, on library site..... > 0 spaces

2. Number of library parking spaces available off street, off library site..... > 0 spaces
(within 500 feet of front door)

3. Number of parking spaces available on street..... > 49 spaces
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking..... > 49 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning..... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..... > Yes ○ No ◉

7. If so, by how many spaces were the parking requirements reduced?..... > _____ spaces

8. Provide number of square feet per parking space as required by local zoning..... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations..... > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate: $\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}}$ > - SF / > 8,556 SF = 0.00 SF of Parking / 1 SF of Building

Example: $\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}}$ = 15,000 SF / 10,000 SF = 1.50 SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

Like many urban areas, San Francisco is a 'transit first' city dedicated to developing a transportation infrastructure that is based on mass transit options that meet the needs of its residents and visitors, is environmentally friendly and conducive to urban sustainability. Public parking is not a requirement for city spaces or buildings providing public service. The Excelsior Branch has an excellent representation of public transportation options, in addition to the bicycling and pedestrian alternatives. The footprint of the branch consumes most of the lot size with no "extra" room available for parking spaces. It is the City's policy to encourage residents to use public transportation and to not support individual vehicle use to the greatest extent possible. The Library and the City recognize that individuals with disabilities, seniors and families may have difficulty getting to city service points. As a result, there is an excellent service support system related to transportation for seniors and disabled individuals in addition to designated blue zone street parking.

Because the Library has many branches located in the 27 different neighborhoods of the city, the majority of users of each branch are the residents most close to the branch libraries. The Excelsior Branch in particular is well placed to serve the immediate residents and those coming to the neighborhood business district. The branch is served by four bus lines, is close to two train terminals, easily accessible by city thoroughfares and surrounded by wide sidewalks and plentiful street parking. Because of the largely residential nature of the branch location, no city or private parking garages are close by.

Within 500' of the entrance are 42 on-street parking spaces and 7 limited parking spaces (these include loading zone, commercial and 20 minute spaces).

Visibility

Describe how visible and prominent the public library building will be within the library service area.

The architectural team of Appleton & Wolford designed the branch in 1967. While it is only a one-story structure, it is a prominent civic presence on the block. Situated on the corner of Mission and Cotter Streets, the branch is visible from the main thoroughfare when traveling in either direction. A high vaulted roof dominates the north face of the building with floor-to-ceiling windows, which provide natural light and visibility inside the library. This side of the building has the branch name high on the wall for immediate identification. The front of the building and the main entrance face Mission Street, with double glass entry doors and front facing windows providing visibility to those driving or walking by. The proposed renovation includes plans to highlight the entrance and improve the entry sequence. By extending a portion of the front façade currently receded and adding new doors and signage, the branch will be more clearly recognizable and approachable. The community has voiced strong support for the current location and desires an enhanced facade to increase visibility.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The economic make-up of Excelsior is mostly small businesses that have been in the neighborhood for many years and are locally owned and operated. Residents see the library as a key point in the community, with a central location that is highly visible and close to public transportation. The library is prominently sited on a corner lot centrally located within Excelsior's primary business district along Mission Street. The community needs the library to be not only a physical focus in this central location, but also, and more importantly, the library needs to be a place for and of the community. Residents want the library to become a focal point for the community, a place for residents of all ages to come together as community. Excelsior residents want to instill pride in the community, provide a safe and attractive business district, and homes that are well maintained. However, Excelsior has seen a general decline in vitality, including buildings that remain vacant for long periods of time, an increase of graffiti and an increase in personal safety concerns. The residents are engaged in many community-based activities and organizations with the goal of educating residents and getting them involved in the myriad avenues open to them for development of the community so that the quality of life in Excelsior moves towards excellence. The community needs a catalyst, a major community project to jumpstart a convergence of energy to renew the community. The renovation of the library is seen as the catalyst needed to launch the neighborhood's efforts to revitalize Mission Street. The community needs the library to take a leadership role and show the way to success.

Four municipal bus lines serve this section of the community, with Mission Street being a primary transit corridor. The branch is easily accessible to pedestrians. Sidewalks run the length of Mission Street through the neighborhood and along most of the side streets surrounding the branch, allowing safe and direct passage to the branch. Bicyclists as well as pedestrians enjoy ease of access since the Excelsior is a relatively flat district in a city of hills.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

In preparation for the branch bond measure successfully passed in November 2000, the City and County of San Francisco, the Department of Public Works, and the Library Department evaluated each of the 26 branch locations and buildings. Outcomes and decisions of those deliberations determined that library buildings owned by the city would be upgraded to accommodate technology needs, seismic safety (Excelsior has a seismic hazard rating of 3), and to comply with the Americans with Disabilities Act accessibility codes. Further it was determined that the four branch libraries in leased facilities would be replaced with facilities that would be owned by the City. The goal and commitment in the bond language is to own all 26 branch libraries.

After evaluating the categories of location, condition, structure, space utilization, architectural significance, cost and environmental impact, it was determined that renovation of the existing Excelsior Branch is feasible and will provide the community with a facility that will serve their needs for the foreseeable future. The building is in good condition, the space is adequate for the proposed program, and the cost of renovating the existing building would be less than the cost of constructing a new building. In addition, renovating the existing building will minimize the negative impact of the project on the environment.

Excelsior is a facility that has been owned by the City for several decades, with the building opening for public service in 1967. Additionally, Excelsior is in an excellent location for a branch library. It is sited on a corner lot in the heart of the Excelsior business district along Mission Street. Residential neighborhoods flow down the side streets along Mission Street, placing the library in a unique setting of bridging the community between residential and business districts.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Excelsior is a facility that has been owned by the City for several decades, with the building opening for public service in 1967. Additionally, Excelsior is in an excellent location for a branch library. It is sited on a corner lot in the heart of the Excelsior business district along Mission Street. Residential neighborhoods flow down the side streets along Mission Street, placing the library in a unique setting of bridging the community between residential and business districts.

The community sees the library as a focal point in the neighborhood, with a central location that is highly visible and close to public transportation. The renovation of the library is seen as a cornerstone and leader in the neighborhood's efforts to revitalize Mission Street, the primary business center for the community.

Throughout the Community Needs Assessment, the community wholeheartedly supported maintaining the library at the current site. In fact, residents stated that one of their library service needs is to have the library become a community focal point and gathering place -- a place for all residents of all ages, ethnicity's, religions, gender, and sexual orientation to come together as community. The residents engaged in the Community Needs Assessment have become fully engaged and excited to know that their library will be replaced with a new, modern, vibrant learning center.

The residents of the Excelsior service area want to instill pride in the community, provide a safe and attractive business district, and homes that are well maintained. The residents are engaged in many community-based activities and organizations with the goal of educating residents and getting them involved in the myriad avenues open to them for development of the community so that the quality of life in Excelsior moves towards excellence. The community needs a catalyst, a focus, a major community project to jumpstart a convergence of energy to renew the community. The community needs the library to take a leadership role and show the way to success.

There are no problems with the existing site that require mitigation for the renovation. The site is relatively flat and has been in use as a library since 1967. Unfortunately, there is no room for future expansion, unless the Library added a second floor. There is very little available land in San Francisco. In searching for other library sites, we have found that, in order to provide a new library site, housing or commercial enterprises would be displaced. Because the Library has not considered displacing any current housing for library sites and because dislocation of commerical enterprises requires costly relocation payments to the impacted businesses, we are practically constrained to using most currently existing library sites owned by the City.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)		Square Footage
1. Proposed Library Building Footprint[1]	>	8,322 SF
2. Proposed Library Surface Parking Lot	>	0 SF
3. Proposed Library Parking Structure Footprint[1]	>	0 SF
4. Future Library Building Expansion Footprint[1]	>	234 SF
5. Future Library Parking Expansion	>	0 SF
6. Required Local Zoning Set-Backs	>	0 SF
7. Desired Aesthetic Set-Backs & Amenities	>	1,444 SF
8. Miscellaneous & Unusable Space	>	0 SF
9. Total Square Footage of Library Project Site	>	**10,000 SF**
10. Proposed Under-Building Parking	>	0 SF

[1] *"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.*

Multipurpose Building Projects Only		*A* Library[2] Dedicated SQ FT	*B* Library Portion of Common SQ FT	*C* Other[3] Common SQ FT	*D* Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] *Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).*

[3] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Zoning

Classification

1. What is the current zoning classification of the site? > P (Public)

2. Will the site have to be rezoned to build the project? Yes ○ No ◉

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ○ No ◉

4. If so, list the date the variance or waiver has been or will be granted: > _____ (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	CEQA Exemption	$ 157	05/10/02
6. >	City Planning Fees	$ 10,200	02/01/03
7. >	Plan Check Fee	$ 6,500	05/01/03
8. >	Building Permit	$ 16,500	09/01/03

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ◉

10. Do any watercourses that require control drain onto the site? Yes ○ No ◉

11. Do any watercourses that require control drain off the site? Yes ○ No ◉

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ◉ No ○

Describe any necessary mitigation measures regarding drainage.

There are no mitigation measures necessary regarding drainage.

The City of San Francisco has no separate Storm Drainage System. The sewer system is currently adequate to prevent flooding of the site.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. Please see the attached Certificate of Determination in the Supporting Documents.

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

This project is a renovation of an existing branch library. In order to reduce energy consumption, meet the latest Title 24 Energy Requirements, and increase comfort to its occupants, the following energy and sustainable building practices are included in the renovation:

* All single pane windows will be replaced with double pane, low-E, tinted operable windows.
* Roof and exterior walls will be insulated.
* Flooring, wall paneling & ceiling finishes will be comprised of recycled materials as much as possible.
* Furniture & shelving stacks will be arranged to better distribute natural lighting from the large reading room window.
* Skylights will be added to bring natural light to interior spaces & corners.

Lighting is being replaced with more energy efficient fixtures using T8 and T5 bulbs. Pendant fixtures will replace high fixtures at the cathedral ceiling. Low voltage task lighting & ambient lighting will be incorporated throughout. Energy conserving sensors and timers are being installed.

A Building Energy Management System controlling mechanical, security and lighting with remote monitoring capability will ensure energy saving mechanisms are maintained.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ◉

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ◉
3. A National Historic Landmark? Yes ○ No ◉
4. A National Monument? Yes ○ No ◉
5. On County or Municipal Historic Designation list? Yes ○ No ◉
6. On the California Register of Historical Resources list? Yes ○ No ◉
7. A California Historical Landmark? Yes ○ No ◉
8. A State Point of Historical Interest? Yes ○ No ◉

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ◉
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ◉

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ◉

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

None of the above-noted conditions apply to this project.

Although this project includes a seismic upgrade, for the purposes of this application, a geotechnical report is not required. However, the Structural Report attached as a Supporting Document includes a stamped seismic evaluation establishing the soils design criteria, for the purposes of calculating structural system elements for the seismic upgrade.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

Structure(s) to be Demolished	Demolition Cost Estimate
1. > N/A	$
2. >	$
3. >	$
4. >	$
5. >	$
6. >	$
Total Demolition:	> $

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability	Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ◉ No ○	> $ 0
2. Fiber Optic Cable	Yes ○ No ◉	> $ 0
3. Telephone	Yes ◉ No ○	> $ 0
4. Gas	Yes ◉ No ○	> $ 0
5. Cable TV	Yes ◉ No ○	> $ 0
6. Storm Sewer	Yes ○ No ◉	> $ 0
7. Sanitary Sewer	Yes ◉ No ○	> $ 0
8. Water	Yes ◉ No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs	Eligible	Ineligible
1. Utilities	> $ 2,000	$ 0
2. Cut, Fill & Rough Grading	> $ 0	$ 0
3. Special Foundation Support (pilings, etc.)	> $ 0	$ 0
4. Paving, curbs, gutters & sidewalks	> $ 23,800	$ 0
5. Retaining Walls	> $ 0	$ 0
6. Landscaping	> $ 12,700	$ 0
7. Signage	> $ 0	$ 0
8. Lighting	> $ 0	$ 0
9. Removal of underground tanks	> $ 0	$ 0
10. Removal of toxic materials	> $ 0	$ 0
11. Rock removal	> $ 0	$ 0
12. Traffic signals	> $ 0	$ 0
13. Other (Specify):	> $	$ 0
14. Other (Specify):	> $	$ 0
15. **TOTAL SITE DEVELOPMENT COSTS:**	> $ 38,500	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

A. For new facilities: $202 /SF

B. For square footage added to an existing building, i.e. "expansions": $238 /SF

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > San Francisco (Name of Project County) **County Locality B. Adjustment Factor:>** 1.2 **X Appropriate C. New Cost/SF:>** $ 238 /SF (Select: 1A or 1B) **= D. >** $ 286 /SF

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 286 /SF (Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1.5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

Number A. of Months:> 26 (1/5%) **X .002 = Inflation B. Factor: >** .052 **X Locally Adjusted C. Construction $/SF: >** $ 286 /SF (Re-enter 3A) **= Additional $/SF D. >** $ 15 /SF

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) Additional A. Cost/SF: > $ 15 /SF (Re-enter 4D) **+ Locally Adjusted B. Construction $/SF: >** $ 286 /SF (Re-enter 4C) **= Eligible Projected C. Construction $/SF: >** $ 301 /SF

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction $/SF: > $ 301 /SF (Re-enter 5C)

Multiplied By

7) The Square Footage of New Construction: > 234 SF

Equals

8) The Eligible Projected Construction Cost: > $ 70,000

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: ***(10% of Line 8)*** > $ 7,000

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)].* List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF		Example:
A. >	_____	_____	_____	/SF	$ 230 /SF
B. >	_____	_____	_____	/SF	$ 210 /SF
C. >	_____	_____	_____	/SF	$ 220 /SF
D. >	_____	_____	_____	/SF	/SF
E. TOTAL			> $ _____	/SF	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ _____ (Re-enter Line E) **Divided by** > _____ (# of Projects) = > $ 0 /SF (Locally Determined Comparable Cost per Square Foot)

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 (1/5%) = **B. Inflation Factor:** > _____ X **C. Locally Determined Comparable $/SF:** > 0 (Re-enter 10) /SF = D. > $ _____ /SF

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /SF]

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ _____ (Re-enter 11D) /SF + **B. Locally Determined Construction $/SF:** > 0 (Re-enter 11C) /SF = **C. Eligible Projected Construction $/SF:** > $ _____ /SF

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ _____ (Re-enter 12C) /SF

Multiplied By

14) The Square Footage of New Construction: > _____ SF

Equals

15) The Eligible Projected Construction Cost: > $ _____

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: ***(10% of Line 15)*** > $ _____

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

Line Items:		Eligible	Ineligible
1)	New Construction >	$ 70,000	$ 0
2)	Remodeling Construction >	$ 2,230,000	$ 0
3)	Contingency >	$ 341,500	$ 0
4)	Appraised Value of Building >	$ 0	$ 0
5)	Appraised Value of Land >	$ 0	$ 0
6)	Site Development >	$ 38,500	$ 0
7)	Site Demolition >	$ 0	$ 0
8)	Site Permits & Fees >	$ 33,400	$ 0
9)	Site Option to Purchase Agreement >	$ 0	$ 0
10)	Furnishings & Equipment Costs... state will pay >	$ 500,000	$ 0
11)	Signage... SF will not >	$ 33,500	$ 0
12)	Architectural & Engineering Costs >	$ 452,100	$ 0
13)	Construction Cost Estimator Fees >	$ 35,000	$ 0
14)	Interior Designer Fees >	$ 50,000	$ 0
15)	Geotechnical/Geohazard Reports >	$ 0	$ 0
16)	Hazardous Materials Consultant Fees >	$ 10,000	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies >	$ 75,000	$ 0
18)	Library Consultant Fee >	$ 15,000	$ 0
19)	Construction Project Management >	$ 185,000	$ 0
20)	Other Professional Fees >	$ 60,000	$ 0
21)	Local Project Administration Costs >	$ 0	$ 140,000
22)	Works of Art >	$ 0	$ 0
23)	Relocation Costs & Moving Costs >	$ 0	$ 30,000
24)	Acquisition of Library Materials... add to collection >	$ 0	$ 20,000
25)	Other (Specify): _____ >	$ 0	$ 0
26)	Other (Specify): _____ >	$ 0	$ 0
27)	Other (Specify): _____ >	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:** >	$ 4,129,000	$ 190,000

65% - state 35% local match

3.629 mill bond fund SF

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>	$ 2,683,850
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*	>	$ 1,445,150

Sources of Local Matching Funds:

31)	City	>	$ 1,270,150
32)	County	>	$ 0
33)	Special District	>	$ 0
34)	Private 35% Friends + Fdtn.	>	$ 175,000
35)	Other (Specify):	>	$ 0

36)	Local Credits [Land[2] and A&E Fees]	>	$ 0
37)	Adjusted Local Match [Line 30 minus Line 36]	>	$ 1,445,150
38)	Supplemental Local Funds [Same as Line 28 ineligible]	>	$ 190,000
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]	>	**$ 4,319,000**

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSF
1. Salaries/Benefits	>	$	$
2. Facilities Costs	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify):			
3. Equipment	>	$	$
Equipment			
Supplies			
4. Materials	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify):			
6. Miscellaneous (Other)	>	$	$
7. TOTAL EXPENDITURES:	>	$	$

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction					
2. Remodeling Construction					
3. Contingency					
4. Appraised Value of Building					
5. Appraised Value of Land					
6. Site Development					
7. Site Demolition					
8. Site Permits & Fees					
9. Site Option Agreement					
10. Furnishings & Equipment Costs					
11. Signage					
12. Architectural & Engineering Fees					
13. Construction Cost Estimator Fees					
14. Interior Designer Fees					
15. Geotechnical/Geohazard Reports					
16. Hazardous Materials Consultant Fees					
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies					
18. Library Consultant Fees					
19. Construction/Project Management					
20. Other Professional Fees					
21. Local Project Administration Costs					
22. Works of Art					
23. Relocation Costs & Moving Costs					
24. Acquisition of Library Materials					
25. Other (Specify): _____					
26. **Total Project Costs:**	$ 0	$ 0	$ 0	$ 0	$ 0

[1] *Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).*

[2] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Sources of Multipurpose Project Revenue ***(Multipurpose Projects Only)***

27. State Matching Funds (65% of Line 26 total eligible costs[1]) > $ _____

28. Local Matching Funds > $ _____

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

Sources of Local Matching Funds:

29) City > $ _____

30) County > $ _____

31) Special District > $ _____

32) Private > $ _____

33) Other (Specify): _____ > $ _____

34. Local Credits [Land[2] and A&E Fees] > $ _____

35. Adjusted Local Match (Line 28 minus Line 34) > $ _____

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible) > $ _____

37. **TOTAL PROJECT INCOME: (Add Lines 27, 28 and 36)** > $ _____

[1] Up to a maximum of $20,000,000

[2] Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

Projected Library Operating Budget *(Multipurpose New Construction and Conversion Projects Only)*

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	> $ _____	$ _____
2. **Facilities Costs**	> $ _____	$ _____
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify): _____		
3. **Equipment**	> $ _____	$ _____
Equipment		
Supplies		
4. **Materials**	> $ _____	$ _____
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. **Other Allocations** (As applicable to the proposed project)	> $ _____	$ _____
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify): _____		
6. **Miscellaneous (Other)**	> $ _____	$ _____
7. **TOTAL EXPENDITURES:**	> $ _____	$ _____

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

Not applicable.

PROJECT TIMETABLE

Provide the timetable for the proposed project.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	05/10/02
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	
3. Schematic Plans Completion	>	09/01/02
4. Design Development Plans Completion	>	11/01/02
5. Working Drawings (90%) Completion	>	02/01/03
6. Construction Documents Completion	>	03/01/03
7. Project Advertised for Bids	>	05/01/03
8. Start of Construction	>	09/01/03
9. Estimated Mid-Point of Construction	>	03/01/04
10. Completion of Construction	>	09/01/04
11. Opening of Library Building to the Public	>	11/01/04
12. Final Fiscal & Program Compliance Review Completed	>	03/01/05

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> _____ Signature

> _____ Date

> Willie L. Brown, Jr. Name (type)

> Mayor Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> _____ Signature

> _____ Date

> Susan Hildreth Name (type)

> City Librarian Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

Supporting Documents

California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 Application

Excelsior Branch Library Renovation

A. Boundary Survey

B. Planning Department Notice of Exemption

C. Preliminary Title Report – Parcel 6797, Lot 46, Excelsior Library Proof of Marketable Title

D. Structural Study – Seismic Retrofit of Excelsior Library

E. Hazardous Materials Study – Hazardous Materials Survey Report

F. Energy Audit – Energy Compliance Report

G. ADA Study – ADA Facility Evaluation

H. Project Feasibility Study – Feasibility Study: Excelsior Branch Library

I. Community Library Needs Assessment

J. Library Plan of Service

K. Library Building Program

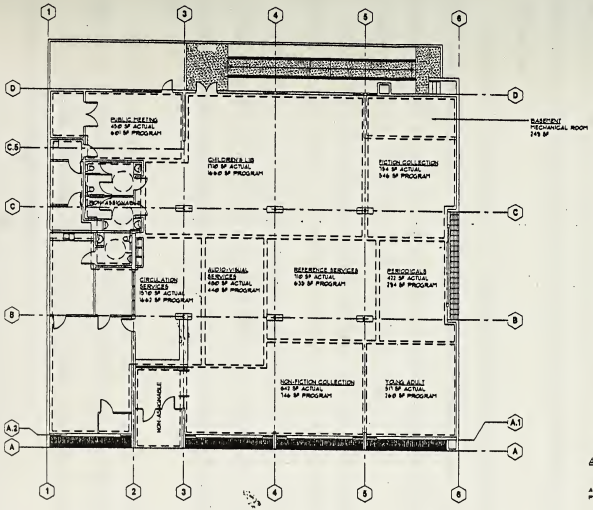
L. Conceptual Plans

M. Outline Specifications

N. Cost Estimate – S.F. Excelsior Branch Library Cost Estimate

O. Resolution certifying project budget, local funding commitment, supplemental funds, and public library operation

P. Private Funds – Irrevocable Standby Letter of Credit



1 FLOOR PLAN
SCALE: SCALE 1/8" = 1'-0"

AREA SUMMARY

	ASSIGNED	UNASSIGNED	TOTAL
ACTUAL	7,455 SF	1,101 SF	5,556 SF
PROGRAM	6,844 SF	1,11 SF	5,555 SF

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue Suite 4100
San Francisco, CA 94102-6028 (415)557-4700
Fax (415)557-4701

CONSULTANT CONSULTANT'S STAMP

PROJECT TITLE

Excelsior Branch Library
4400 Mission Street
San Francisco, CA 94102

NO.	DATE	REVISIONS
DRAWN		
CHECKED		
FILE		
PROJ. MGR.		
SUPERV. MANAGER		DATE
MARK DORAN		APRIL 1, 1985

DRAWING TITLE

FLOOR PLAN

SHEET NO.

A2-0

SCALE AS NOTED

JOB NO. 7525A

FILE NO. RESOLUTION NO.

[Certification to Accompany Application for State Grant for Excelsior Library Renovation.]

Resolution certifying project budget, local funding, supplemental funding and public library operations pursuant to the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000.

WHEREAS, The voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" that authorized the City to issue general obligation bonds to acquire, remodel, or construct branch libraries and additional library facilities; and

WHEREAS, The voters of the State of California passed Proposition 14, "The California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" ("Bond Act") that provides state matching grants, on a competitive basis, for qualifying library construction and remodeling projects; and

WHEREAS, The City and County of San Francisco seeks a state matching grant under the Bond Act to remodel the San Francisco Public Library's Excelsior Branch Library; and,

WHEREAS, A copy of the City's proposed Bond Act grant application, including application form and supporting documentation is on file with the Clerk of the Board of Supervisors, which is hereby declared to be a part of this resolution as if set forth fully herein; and,

WHEREAS, The Board of Supervisors is required under section 20440, Title 5 of the California Code of Regulations to certify the Bond Act grant application; now, therefore, be it

RESOLVED, That Board of Supervisors hereby certifies the City's Bond Act grant application, and commits as follows

(1) to provide the local matching funds in the amount of $1,445,150;

(2) to provide supplemental funds necessary to complete the project in the amount of $190,000;

(3) to make the local matching and supplemental funds available when they are needed to meet cash flow requirements for the project;

(4) to certify the good faith development of the project budget as contained in the Library project budget section of the application form;

(5) to certify the accuracy and truthfulness of all information submitted in the Application Form and the required supporting documents;

(6) to operate the completed remodeled Excelcior Branch Library and provide public library direct service; and

(7) to dedicate the Excelsior Branch Library to public library direct service use for a period of forty years following completion of the project, regardless of any operating agreements the applicant may have with other jurisdictions or parties.

Recommended: Approved:_____

Mayor

_____

Department Head Approved:_____

Controller

P

FIRST REPUBLIC BANK
It's a privilege to serve you®

IRREVOCABLE STANDBY LETTER OF CREDIT

Letter of Credit No. **77-0580282**

Amount of **U.S. $175,000.00**

Dated **April 24, 2002**

The San Francisco Public Library ("Beneficiary")
Attn: Susan Hildreth, City Librarian
100 Larkin Street
San Francisco, CA 94102

Ladies and Gentlemen:

At the request and for the account of **The Friends and Foundation of the San Francisco Public Library, a California nonprofit public benefit corporation,** we hereby establish in your favor our irrevocable standby letter of credit in the aggregate amount of **One Hundred Seventy-Five Thousand and 00/100 Dollars (U.S.$175,000.00)** available by your draft at sight drawn on us and accompanied by the following:

1. **This original letter of credit.**

2. **A statement signed by a person who represents that he or she is an officer of Beneficiary as follows: "This will certify that The San Francisco Public Library is entitled to draw under letter of credit no. 77-0580282 pursuant to that certain agreement dated April 8, 2002 between The Friends and Foundation of the San Francisco Public Library and The San Francisco Public Library."**

Drafts shall be drawn on and presented to us at our offices located at **111 Pine Street, San Francisco, California 94111** no later than **December 31, 2004.**

All drafts drawn under this letter of credit shall contain the above-referenced letter of credit number. We agree that all drafts drawn under and in compliance with the terms of this letter of credit will be duly honored by us upon presentation to us. This letter of credit is not transferable. **Partial drawings under this letter of credit are permitted.**

This letter of credit is subject to the Uniform Customs and Practice for Documentary Credits, 1993 Revision, Publication No. 500 of the International Chamber of Commerce.

First Republic Bank

By: Paul J. Berger

Title: Sr. Commercial Lender

REV. DATE 6/00
Loan #77-0580282/AFS #_____

Friends & Foundation
of the
San Francisco Public Library

April 8, 2002

Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Ms. Hildreth:

This letter states the agreement of the Friends & Foundation of the San Francisco Public Library ("Friends & Foundation") to support the San Francisco Public Library's ("Library") renovation of the Excelsior Branch Library (the "Excelsior Renovation"). The Friends & Foundation commits to provide $175,000 toward the cost of the furniture, fixtures, and equipment needed to complete the renovation project.

We understand that you anticipate that the actual commencement of the construction of the Excelsior Renovation will not occur for a substantial period of time. As we get closer to the commencement of the construction, we will work with you to prepare a document that sets forth the mechanics for our payments (the "Mechanics Agreement" with a reference date of April 8, 2002), including such items as how you will notify us of the need for a payment, whether we will reimburse you or make payments directly to vendors, etc. At this time, however, we confirm that we are committing $175,000 for furniture, fixtures and equipment acquired as part of the Excelsior Renovation.

To secure our commitment, the Friends & Foundation will provide a Letter of Credit ("L/C") in the amount of $175,000. The beneficiary of the L/C will be the San Francisco Public Library. The L/C will be established by May 1, 2002. The L/C will expire on the earliest of (1) payment by Friends & Foundation of its full $175,000 commitment, (2) completion of the Excelsior Renovation (in the event the full $175,000 is not needed by the Library), (3) January 1, 2004, but only if the Excelsior Renovation has not commenced by that date, or (4) January 1, 2005.

Once construction begins, the Library will request that the Friends & Foundation provide the committed funds as needed during the renovation project. The actual mechanics of the request will be set out in the Mechanics Agreement. The Mechanics Agreement will provide that Friends & Foundation will have 21 days in which to provide the requested funds. Should the Friends & Foundation violate this payment obligation under the Mechanics Agreement, the Library will have the right to draw on the L/C.

Because the Friends & Foundation are committing to a total of $175,000, as we make payment, the amount to which you may be entitled under the L/C will be reduced so that it reflects the unpaid portion of our commitment. Once our commitment has been fully satisfied, the San Francisco Public Library will return the original letter of credit and any amendments thereto to

100 Larkin Street San Francisco, CA 94102 *Fax* 415.437.4855 *Phone* 415.557.4257
email: friends@sfpl.lib.ca.us www.friendsandfoundation.org

the Friends & Foundation which will cancel the L/C with the issuing bank through delivery of same.

Please indicate your acceptance of this agreement by signing below.

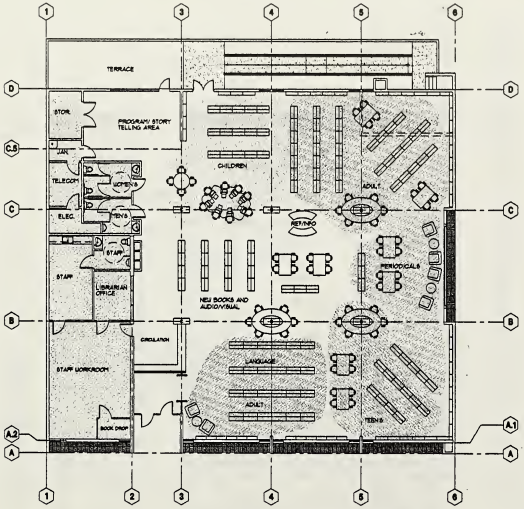
Sincerely,

Martín Gómez
Executive Director

Approved and accepted:

Susan Hildreth
City Librarian

4/24/02
Date



SCHEME 'A' — PREFERRED 4/20/02

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
20 Van Ness Avenue Suite 4100
San Francisco, CA (415)557-4700
94102-9028 Fax (415)557-4701

CONSULTANT CONSULTANT'S STAMP

PROJECT TITLE
Excelsior Branch Library
4400 Mission Street
San Francisco, CA 94102

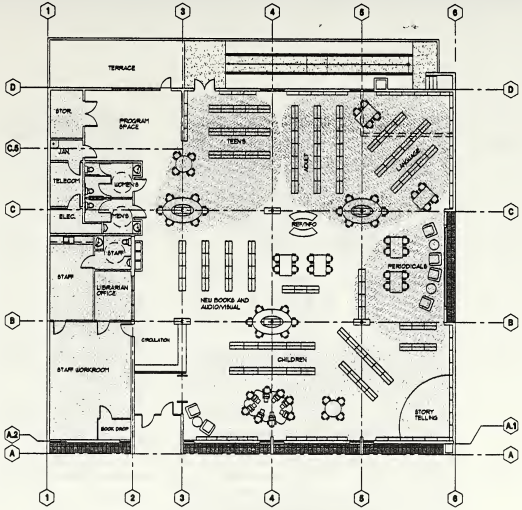
NO.	DATE	REVISIONS

DRAWN
CHECK
CHECK2
FILE
PROJ. ARCH.
PROJ. MGR.
BUREAU MANAGER DATE
MARK DORIAN APRIL 1, 1997

DRAWING TITLE
FLOOR PLAN

SHEET NO.

SCALE AS NOTED
JOB NO. 7525A



SCHEME 'B'

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue Suite 4100
San Francisco, CA 94102-6028 (415)557-4700
Fax (415)557-4701

CONSULTANT CONSULTANT'S STAMP

PROJECT TITLE

Excelsior Branch Library
4400 Mission Street
San Francisco, CA 94102

NO.	DATE	REVISIONS

DRAWN
CHECKED
CHECKED
FILE
PROJ. ARCH.
PROJ. MGR.
BUREAU MANAGER DATE
MARK DORIAN APRIL 1, 1989

DRAWING TITLE

FLOOR PLAN

SHEET NO.

SCALE AS NOTED JOB NO. 7526A

Excelsior Branch Library Renovation
Community Meeting
Saturday, March 23, 2002
1:00 – 2:00

- Teen program important
- Computer training for seniors
- Language learning materials to acquire English, Spanish, Filipino
- Worry that books may lose space
- Building footprint is not expandable
- Get a new front door
- Push the front door out to the street
- Smaller tables would help with space and reorganization of the stacks
- Study carrels only if program-driven (carrels could also be for children's programming)
- Adult tutoring program
- Meeting room too big—not used enough
- Meeting room should be more multi-purpose (ie reading room, periodical room , a room to chat, children's uses)
- There is other free meeting space in the community (churches, Rec & Park, Police Station)
- Library's request system works well—perhaps we don't need so many books here
- Not enough books—more literature
- Community deciding on collection more
- Community archival interest (something like Noe Valley Branch's archives) Many neighborhood groups have archives kept in basements and would like them to be in the Library

- Little on-line information on Excelsior history—people have historical photos at home
- Planning Dept. is doing neighborhood and BART studies—there is interest in aesthetics
- Seek yearbook donations locally (Main Library has a yearbook collection)
- Teen Services: Greater Mission Consortium next door is just opening up and the Teen Center is 1 block away
- Intergenerational programming
- Not enough for youth in the community
- Teen night films with cult videos, like what's done at J. Randall Museum
- Many residents can't afford home computers
- New (not yet planned or built) Geneva-Mission building may have community uses, classes, etc.
- Mezzanine for kids' computer use
- Potential Library partnership with On-Lok seniors next door
- Will the community's ideas have impact on what is taken to the Board of Supervisors?

Approximately 20 – 25 residents attended the meeting

Excelsior Branch Library Renovation
Community Meeting, March 23, 2002

General/Required Components

- Full ADA accessibility
- Meet earthquake safety standards
- Modernization of all systems and infrastructure upgrades
- Complete interior remodel

What other physical space needs should be addressed in the renovation?

Community Characteristics

- Strong sense of community with cultural diversity as a strength
- Stable population
- Central location with good transportation
- Larger youth population than other neighborhoods in the City
- Large number of schools and organizations serving youth

What else does the library need to know about the community to help us in planning services?

Service Components

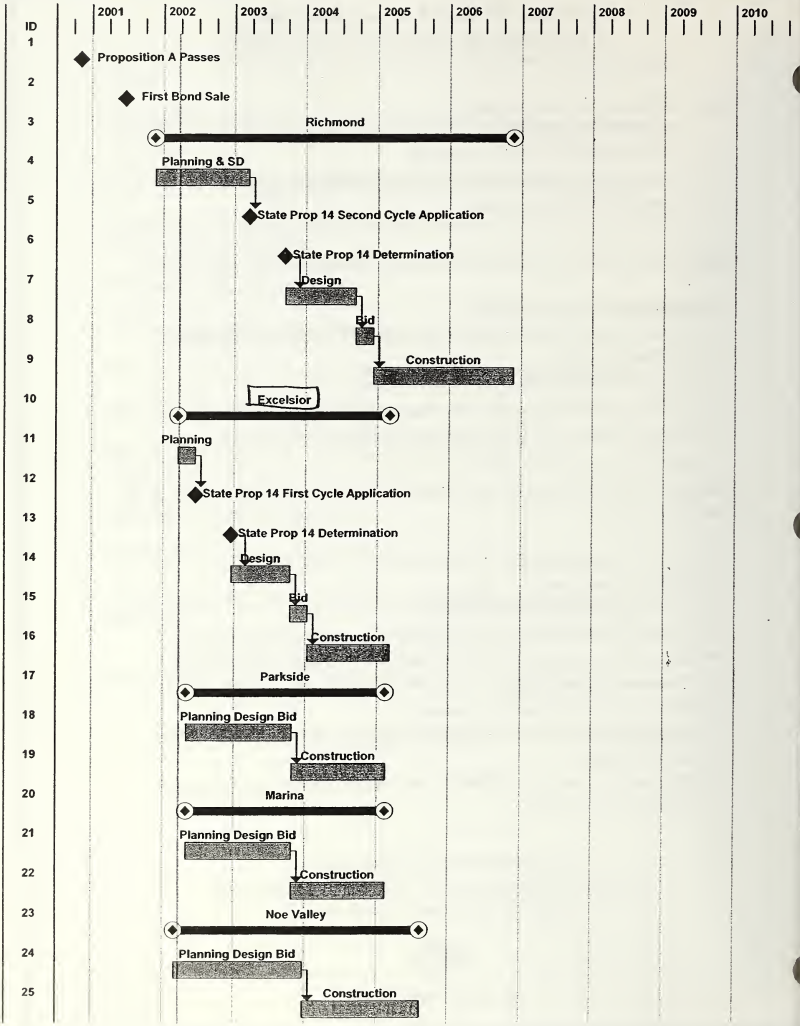
- Services for youth
- Language learning opportunities
- Computers for research and homework, and computer training
- Space for community activities and library sponsored programs
- Community partnerships
- Warm and welcoming environment
- Programs and collections highlighting the cultural diversity of the neighborhood
- Distinctive spaces for different uses, such as quiet study area and children's story time

Send comments and suggestions to
the Chief of Branches at 557 4353 or COB@sfpl.org
or stop by the branch and talk to staff.

San Francisco Public Library

PHASE 1 DETAILED SCHEDULE

03-21-02



Excelsior Branch Library Project
3/23/02

Comments/Suggestions:

Name and Contact Information: _____

Send comments and suggestions to
the Chief of Branches at 557 4353 (fax 557-4237) or COB@sfpl.org
or stop by the branch and talk to staff.

San Francisco Public Library

Excelsior Branch Community Meeting
Renovation Project

HIGHLIGHTS

- Meet earthquake safety & accessibility standards
- Easily accessible for seniors
- Increase public restrooms from one unisex to two multi-stall ADA restrooms
- Program room will have capacity to be used as a computer training lab
- Enhanced program space able to be used for a variety of purposes
- Reconfigured entrance
- Book return from the exterior of the building into a secure room
- Three express checkout machines
- Infrastructure to provide modern technologies and flexibility for the future
- Maximize use of natural light
- Variety of seating, including lounge, reader seats and tables and computer workstations
- Increase the Language collections
- Expand the A/V collections (videos, DVD, CDs, Books on tape)
- Increased material for teens
- Increase the new book collection

	Current	**Proposed**
Public Computers	9	18
Meeting/Program Room	640 Square Feet	601 Square Feet
Reader Seats	73	45
Tables	16	12
Lounge Seating	0	6
Periodicals & Newspapers	153	153
Collection	46,800	42,231

Excelsior Community Meeting on Library Renovation
Saturday, April 20, 2002
1:00

Meeting Notes:

- Seniors need computer literacy as well as kids
- Age, as well as ethnic diversity
- One sixth of residents are Filipino-Americans
- Coordinate with Youth Center and Greater Mission Consortium to provide youth services at the library
- Include community in development of programs
- Teens need their own, separate space – so do seniors: same space used at different hours is a possibility
- More books – prefer collections to computers or program room
- Don't judge book by number of times it has been checked out.
- People want lounge chairs
- Seating in program room might help accommodate as overflow seating (especially after school)
- Skylights in cathedral ceiling
- Question staff restroom, lounge, and storage spaces
- Use glass walls to isolate kid's space
- Have pc's near teens, for teens; perhaps more pc's in teen than adult
- Nice to see more computers
- Several people called out for favoring Scheme A
- What about display areas?

- Little on-line information on Excelsior history—people have historical photos at home
- Planning Dept. is doing neighborhood and BART studies—there is interest in aesthetics
- Seek yearbook donations locally (Main Library has a yearbook collection)
- Teen Services: Greater Mission Consortium next door is just opening up and the Teen Center is 1 block away
- Intergenerational programming
- Not enough for youth in the community
- Teen night films with cult videos, like what's done at J. Randall Museum
- Many residents can't afford home computers
- New (not yet planned or built) Geneva-Mission building may have community uses, classes, etc.
- Mezzanine for kids' computer use
- Potential Library partnership with On-Lok seniors next door
- Will the community's ideas have impact on what is taken to the Board of Supervisors?

Approximately 20 – 25 residents attended the meeting

Excelsior Library Community Needs - Themes

Technology

Residents want better access to technology-based resources. This includes more computers for the library overall. The community focused particularly on the need for additional computers for children and teens, to enable them to be successful in their educational programs and preparation for life success. Providing computer training was seen as a priority.

Diversity

The community is proud of the range of diversity within the neighborhood. Expansion of outreach by the library in order to more fully integrate the library with the community was identified as a key goal. Included in outreach was a request for better marketing of library services and an interest in having the library pursue more partnerships within the Excelsior area. The community would like to see an increased focus on resources for Spanish and Chinese residents.

Library as Place

The library is centrally located in the community and is highly visible. Residents would like to see the library become a focal point for the community, a place for residents of all ages to come together as community.

Incorporated in this concept is a place for teens and at-risk youth to gather in a safe and nurturing environment. The community expressed interest in having the library provide more programs and services for youth in general. To help fulfill this goal, the community would like more space dedicated to the needs of children and youth. The concentration on children and youth, however, must be balanced with the community's request to also have a more clear focus on seniors.

In order for the concept of the 'Library as Place' to be realized, the community needs more seating and more comfortable seating. This includes places to sit, read and study.

Programs aimed at both parents and children, thus focusing on the family as a unit, would help meet un-fulfilled needs not provided elsewhere in the community. This includes literacy assistance as well as homework help.

In order for the library to incorporate and respond to these service needs, the community supported reducing the size of the existing community room, as long as the square footage was reallocated for public uses as described above.

DOCUMENTS DEPT.

JUN 24 2002

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

illie L. Brown, Jr.
ayor

arles A. Higueras, A.I.A.
sident

rol Steiman
e President

len Marte Bautista
onnie K. Chin
ven A. Coulter
n A. Streets
rian W. Swig
mmissioners

Hildreth
Librarian

chael Housh
mmission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Friday, May 3, 2002. (As approved June 20, 2002)

The San Francisco Public Library Commission held a special meeting called by the Commission President on Friday, May 3, 2002 in the Koret Auditorium, Main Library.

Commissioner Coulter called the meeting to order at 12:06 PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Streets. Commissioners Higueras, Steiman, and Swig were reported excused attendance.

AGENDA ITEM #1 EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION

City Librarian Susan Hildreth provided the Commissioners with an overview of the Library's Prop. 14 (California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000) application for the Excelsior Branch Library's renovation. Ms. Hildreth cited in particular the very hard work contributed by Deputy City Librarian Paul Underwood, Library Chief of Branches Donna Corbeil, Librarian III Joan Goldman, and Terry Gwazdowski, Excelsior Branch Manager in helping to prepare the application. The City Librarian then introduced Deputy City Librarian Paul Underwood who discussed the details of the community needs assessment and highlighted background information and statistics about the Excelsior Branch Library.

Mr. Underwood discussed in some detail the Library's efforts to gather branch library staff input, review background data, such as information provided by the 157 respondents to the Library's David Binder Survey that identified Excelsior as their branch library and the information gathered at two community meetings in proposing plans for the branches' renovation. The Deputy City Librarian characterized the Excelsior neighborhood as a proud and diverse community that hoped to build on the strengths of the existing library and improve its ability to provide services the neighborhood wanted. Mr. Underwood noted that community and staff input had recommended significant improvements in the building's technology infrastructure to allow for more computers, called for increases in materials available in Chinese and Spanish, that the branch be more active in community outreach, and that there be an increased focus on serving neighborhood children, youth, and teens The Deputy City Librarian reported that that residents had requested more opportunities for computer training for residents, in particular seniors. Also reported of interest to the community were a homework help program, a portable computer lab, more uses for the community room as a neighborhood "Commons" and changes to the building layout that

would create more comfortable zones for reading. Mr. Underwood additionally noted that the plans also included extensive technology infrastructure improvements so as to allow for future technology expansion and flexible uses for the Excelsior Branch.

Branch Bond Program Manager Marilyn Thompson then presented an extensive description of both of the proposed building plans that had been presented to the community for its consideration. Ms. Thompson noted that Scheme A, which placed the children's spaces near services areas and the renovated and ADA accessible rest rooms was the preferred alternative by those attending the community meetings. The Branch Bond Program Manager reported that it was proposed to remove interior partitions, move the front walls forward gaining 234 sq. ft. by eliminating an existing set back, integrate the community room as program space and relocate it to the rear of the building opening onto an exterior space. Ms. Thompson noted that branch staff gave up their existing break room and that staff functions were proposed to be shifted to the front of the building and provided with ergonomic upgrades and a new staff restroom. Ms. Thompson additionally pointed out that making all of the changes and improvements required to meet both ADA (Americans with Disabilities Act) requirements and the community's request for services had made some trade-offs necessary. Ms. Thompson noted that the community's requests for more children, youth and teen services, additional multi-language collections, and more computer access required that the new design have less back of house space and more spaces for public services. The Branch Bond Program Manager called attention to the planned installation of a cellular floor pad to provide for maximum future flexibility for technology upgrades. Ms. Thompson additionally pointed out proposed lounge seating area near a large window, the potential for putting in skylights, and rearrangement of book stacks to allow better light flow throughout the structure. The Bond Program Manager noted that additional computer stations were being added including an amoeba table for children's computers, more space was provided for Chinese and Spanish materials, an improved circulation desk was to be created, better quiet reading areas placed at the rear of the building added, and that teens would have their own area with specialized collections and computers. Ms. Thompson also reported that the floor plans had been set up to allow clear staff sight lines throughout the building

The Branch Bond Program Manager then discussed the financing package proposed for the Excelsior Branch Library, noting that if successful the Prop. 14 (State Library Bond) funds could provide 65% of the $4.3 million project cost including, unlike local bond money, some funds for furniture, fixtures, and equipment. The City Librarian noted that a Letter of Credit provided by the Friends and Foundation would provide for the 35% or $175,000. local match for these funds.

Public comment on AGENDA ITEM #1 EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION

An anonymous member of the public commented on the importance of the old English concept of "Commons", but cautioned against efforts to expand the library's scope.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

This anonymous member of the public suggested that the role of the library was preservation of knowledge and literature, not as a community meeting place. Mr. Peter Warfield reported that he had attended the April 20th Excelsior Branch Community meeting and what he had heard were requests for books and more books. Mr. Warfield commented that this was not emphasized in the presentation and further noted that the library's plans called for a reduction in books, space for books, less seating and tables, and reduction of two service desks to one. Mr. Warfield observed that there had not been enough time for members of the public to review the plans and that the community comment process had been flawed. Mr. Steven Currier, President of the Outer Mission Residents Association, presented a letter about the proposed plans to the Commission and suggested that more books, not more computers, were wanted by neighborhood residents. Mr. Currier also suggested that the branch library become the archival repository for materials documenting neighborhood history. He provide a copy of a letter from Ms. Carol Taylor, a neighborhood resident, suggesting more books were wanted at the branch. Mr. Martín Gómez, Executive Director of the Friends and Foundation, expressed the Friends and Foundation's eagerness to be an active partner with the Library in the renovation of the Excelsior Branch Library and noted the Letter of Credit that they had provided to meet the required local matching funds for this project. Ms. Sue Cauthen, Council for Neighborhood Libraries, observed that the Excelsior Branch needed more books as well as other things, but expressed support for the proposed design. Ms. Cauthen then gave to the Commissioners and described an informational document on branch library circulation, staffing, and use she had complied from library figures. Ms. Cauthen noted that she hoped that this document would become a project of the Council for Neighborhood Libraries. Mr. Ed Regan commented that he was opposed to any cooperative relationship with the San Francisco School District at the Excelsior and Portola Branch Libraries, noting that in his view schools, as part of their educational mission, should provide library services for those under 18 and the public library should serve adults.

<u>Commission comment on AGENDA ITEM #1 EXCELSIOR BRANCH LIBRARY RENOVATION PROP. 14 APPLICATION</u>

Ms. Hildreth briefly outlined the nature of the required relationships between schools and libraries mandated by Prop. 14 (State Library Bond) to be a 1st priority project for new construction and commented that the Excelsior Branch was clearly a 2nd priority renovation project with no special school cooperation agreement. In response to a query by Commissioner Streets, the City Librarian clarified that the Friends and Foundation Letter of Credit was expected to cover the entire period until the expected completion of this project in 2004. In answer to questions by Commissioner Chin, the Deputy City Librarian reported that overall amount of seating available in the reconfigured branch would drop from 73 to 68 but that in doing so the library would be able meet the requirements of the ADA (Americans with Disabilities Act) requirements for wider aisles and fully accessible restrooms. In response to further questions by Commissioner Chin regarding the proposed lounge seats, Mr. Underwood discussed the effort made to balance the competing requests of branch users within the physical limitations of the building. Responding to a question by Commissioner Bautista, the City Librarian reported that staff proposed to refresh the book

The number of members of the public who spoke anonymously at this meeting. 1

at the Excelsior Branch so as to have a collection that met the needs of branch users. Commissioner Bautista reminded the Commission that the Excelsior Branch Library has had a sister library relationship with a local library in Manila, begun during Mayor Dianne Feinstein's Administration, and that its high profile Filipino collections were an important asset to the community. The City Librarian discussed how the Library proposed to improve the quality of the book collections at the Excelsior branch, noting that its collection was already larger than that of branches of a similar size, in response to Commissioner Coulter's expression of concern about potential political difficulties created by proposing any reduction to the size of the branches' book collections. Commissioner Coulter noted that the branch book collections have symbolic value and strongly suggested that their size be maintained. Chief of Branches Donna Corbeil discussed the balancing act staff found necessary to meet the diverse needs of the community served by the branch noting that there was significant use of this branch by neighborhood children. Deputy City Librarian Paul Underwood also called attention to a recommendation that preservation of community history be a part of the branches' program and in response to Commissioners expressions of concern suggested that staff would monitor the use of the lounge seating areas.

MOTION: to recommend that the Board of Supervisors approve a Prop. 14 (California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000) application for the Excelsior Branch Library renovation by Commissioner Bautista, seconded by Commissioner Chin.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Streets)

AGENDA ITEM #7 ADJOURNMENT

MOTION: by Commissioner Streets, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of the late Annette McNear, a long time and devoted Library employee.

Public comment on Agenda item #6 ADJOURNMENT

An anonymous member of the public recalled that Ms. McNear was well known for her strong views and described her as an outspoken professional librarian.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Streets)

The meeting was adjourned at 1:19PM.

Michael Housh, Commission Secretary 6/21/02

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 3, 2002

Item 1:
Excelsior Branch Library Renovation Prop. 14 Application

"Ms. Hildreth desires a 'hopeful' approval. I would have preferred a realistic or informed approval.

The complete application was hand delivered to you, but my copy is still in the mail.

Mr. Underwood calls attention to the importance of the 'commons.' This is a buzzword now because of an influential essay by the poet and environmentalist Gary Snyder.

The term does not refer to a comfortable lounge. It is traditional English concept of the things that must be held by the entire community to retain their value, so that they will not be exploited and ruined by that exploitation. They are things that will not be subjected to entrepreneurs but will be preserved.

There is a danger of popularizing this institution into mundaneness. The library says to us the preservation of the past, knowledge, research, literature and the accumulation and preservation of the products of the human mind."

APPLICATION FORM

CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

APPLICATION FORM INSTRUCTIONS:

- *Limit comments throughout the entire form to the space provided unless otherwise stated.*
- *Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.*
- *Attachments shall not be accepted unless required by regulation or called for in the application form.*
- *Applicants shall submit a completed Application Form and six additional copies of the form.*

(See section 20440 for complete application submittal requirements)

PROJECT IDENTIFICATION

Official Name of Project: > Excelsior Branch Library Renovation

Type of Applicant Jurisdiction: > *(Check one only)* City: ○ County: ○ City/County: ◉ District: ○

Grant Applicant Name: > City and County of San Francisco

Legal name of jurisdiction that will own building

(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)

Authorized Official of the Applicant Jurisdiction: > Honorable Willie L. Brown, Jr.

Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application

itle: > Mayor Phone: > 415.554.6141

-mail: > damayor@ci.sf.ca.us

ddress: > Office of the Mayor, City Hall, Room 200

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

Project Coordinator: > Harlan Kelly, Jr.

Name of individual who will have administrative control over the project for the applicant local jurisdiction

le: > Deputy Director, Department of Public Works Phone: > 415.554.6920

mail: > harlan_kelly.jr@ci.sf.ca.us

ress: > Dept of Public Works, City Hall, Room 348

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

6. **Alternate Project Contact Person:** > Marilyn Thompson, AIA

If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinat

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > marilyn_thompson@ci.sf.ca.us

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

7. **Head of Planning Department:** > Gerald G. Green

(For the applicant jurisdiction, if applicable. Special Districts are exempt.)

Title: > Director Phone: > 415.558.6411

E-mail: > gerald_green@ci.sf.ca.us

Address: > Department of City Planning, 1660 Mission St., 5th floor

San Francisco, CA 94103

8. **Head of Public Works or General Services Department:** > Edwin M. Lee

If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt

Title: > Director Phone: > 415.554.6920

E-mail: > edwin_lee@ci.sf.ca.us

Address: > Department of Public Works, City Hall, Room 348

#1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

9. **Operating Library Jurisdiction:** > San Francisco Public Library

Legal name of library that will operate the public library.

10. **Library Director Name:** > Susan Hildreth

Public library director for the library jurisdiction that will operate the public library.

Title: > City Librarian Phone: > 415.557.4232

E-mail: > shildreth@sfpl.org

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

11. **Alternate Library Contact Person:** > Paul Underwood

If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.

Title: > Deputy City Librarian Phone: > 415.557.4243

E-mail: > punderwood@sfpl.org

Address: > San Francisco Public Library

100 Larkin St., San Francisco, CA 94102

12. **Library Building Program Consultant:** > Dallas Young Shaffer

(If applicable)

Title: > Library Consultant Phone: > 206.780.8475

E-mail: > dallas@bainbridgeisland.net

Address: > 11071 Ollalie Lane

Bainbridge Island, WA 98110

13. Technology Planning Consultant > Department of Telecommunications & Information Services
(If applicable)

Title: > Lewis Loeven, Director Phone: > 415.554.0801

-mail: > lewis_loeven@ci.sf.ca.us

dress: > 875 Stevenson Street, 5th Floor
San Francisco, CA 94103

14. Project Architect: > Bureau of Architecture, Public Works **License #** > C12859
Providing construction budget estimate and/or conceptual plans.

Title: > Mark Dorian, AIA, Bureau Manager Phone: > 415.557.4700

E-mail: > mark_dorian@ci.sf.ca.us

Address: > 30 Van Ness Ave., Suite 4100
San Francisco, CA 94102

15. Project Manager: > Marilyn Thompson, AIA
(If applicable)

Title: > Bond Program Manager Phone: > 415.557.4234

E-mail: > marilyn_thompson@ci.sf.ca.us

Address: > San Francisco Public Library
100 Larkin St., San Francisco, CA 94102

16. Construction Manager: > To be determined
(If applicable)

Title: > Phone: >

-mail: >

ess: >

17. Construction Cost Estimator: > Cooper Pugeda Management, Inc.
(If applicable)

Title: > Ismael Pugeda, P.E. Phone: > 415.433.6651

E-mail: > ismaelp@cpmservices.com

Address: > 110 Sutter St., Suite 400
San Francisco, CA 94104

18. Hazardous Materials Consultant: > IHI Environmental
(If applicable)

Title: > John Heim, Environmental Specialist Phone: > 510.923.1661

E-mail: > calif@ihi-env.com

Address: > 1260 45th St., Suite L
Emeryville, CA 94608

9. Project Interior Designer: > Environments/ Interior Design & Consulting
(If applicable)

itle: > Michele Needel Linback, ASID Phone: > 619.291.7979

mail: > mlenvironments@earthlink.net

: > 3103 Falcon St., Suite C
San Diego, CA 92103

TYPE OF PROJECT

New Public Library Building

	Gross Total Project Square Footage
1. Construction of a New Public Library Building	> _____ SF
2. Conversion of an Existing Building into a New Public Library Building	> _____ SF
3. Conversion and Expansion of an Existing Building into a New Public Library	> _____ SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > _____ SF

Expansion: > _____ SF

Priority:

☐ *First Priority "Joint Use"*

☐ Co-Location Joint Use

☐ Joint Venture Joint Use

☐ Computer Center

☐ Family Literacy Center

☐ Homework Center

☐ Shared Electronic/Telecommunications

☐ Subject Specialty Center

☐ Career Center

☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > _____

☐ *Second Priority "All Others"*

Existing Public Library Building

	Gross Total Project Square Footage
4. Remodeling an Existing Public Library Building	> 0 SF
5. Remodeling and Expansion of an Existing Public Library Building	> 8,556 SF

(Include both new & remodeled square footage.)

Gross Square Footage

Remodeling: > 8,322 SF

Expansion: > 234 SF

☐ *First Priority* $ 8,556

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > _____

☑ *Second Priority "All Others"*

Field Act Applicability *(Joint use projects only)*

6. Is the project subject to the Field Act? > YES ○ NO ◉

Multipurpose Buildings *(Multipurpose Building Projects Only)*

Is the project a Multipurpose Building? > YES ○ NO ◉

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%
1. **Dedicated to Public Library Use** *(Including Public Library / School Library Use, if Joint Use Project)*	> _____ SF	0 *Line 1 SF divided by (Line 1 SF + Line 3 SF)*
2. **Dedicated to "Other" Uses**	SQ FT	
A. Specify > _____	_____ SF	
B. Specify > _____	_____ SF	
C. Specify > _____	_____ SF	
D. Specify > _____	_____ SF	
E. Specify > _____	_____ SF	
F. Specify > _____	_____ SF	
G. Specify > _____	_____ SF	
H. Specify > _____	_____ SF	
3. **Subtotal: Dedicated to "Other" Uses**	> 0 SF *Add Lines 2A SF thru 2H SF*	0 *Line 3 SF divided by (Line 1 SF + Line 3 SF)*
4. **Common Areas**[1]		
5. **Subtotal: Total of Common Areas**[1]	> _____ SF *Must equal Line 6 SF + Line 7 SF*	
	SQ FT	
6. Public Library Pro Rata Share of Common Areas[1]	> 0 SF *Line 5 SF x % in Line 1*	
7. "Other" Uses Pro Rata Share of Common Areas[1]	> 0 SF *Line 5 SF x % in Line 3*	
TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE	> 0 SF *Add Lines 1SF, 3 SF, & 5 SF*	
SF ATTRIBUTABLE TO PUBLIC LIBRARY USE	> 0 SF *Line 1 SF + Line 6 SF*	

"Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial [illegible], delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all [illegible] multipurpose building.

Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

(a) Within the official boundaries of the applicant jurisdiction, and

(b) Within the service area of the proposed project, but

(c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

All Projects:

1. ***Public library project's service area 1980 population:*** > 42,752
2. *Source:* > P-1 General Characteristics of Persons, 1980 Census
3. ***Population Percentage Change from 1980 to 2000:*** > 25%
4. ***Public library project's service area 2000 population:*** > 53,612
5. *Source:* > P12 Sex by Age -- Census 2000 Summary File 1 (SF 1) 100 Percent Data
6. ***Population Percentage Change from 2000 to 2020:*** > -4%
7. ***Public library project's service area 2020 population:*** > 51,460
8. *Source:* > Interim Co Pop Proj, Est. 7/1/00; Proj to 2020 Ca Dept of Finance, Demographic Research Unit, 6/01

Joint Use Projects (Both Co-location & Joint Venture Projects):

9. ***Project's public school attendance area(s) 1980 student population:*** > _____
10. *Source:* > _____
11. ***Population Percentage Change from 1980 to 2000:*** > _____%
12. ***Project's public school attendance area(s) 2000 student population:*** > _____
13. *Source:* > _____
14. ***Population Percentage Change from 2000 to 2020:*** > _____%
15. ***Project's public school attendance area(s) 2020 student population:*** > _____
16. *Source:* > _____

Existing Library Facility Square Footage

Existing Public Library:

. The current gross square footage of the existing public library(s) being replaced is: > 8,322 SF

If no existing public library facility, enter "0."

Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > _____ SF

If no existing school library facility, enter "0."

Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Francisco Public Library system is comprised of the Main Library, 376,000 square feet, and 26 branch libraries, representing 170,000 square feet, for a total library square footage of 546,000 The Library serves a population of 793,700 in a city of 45 square miles. San Francisco is a city of neighborhoods; and the residents love their branch libraries. In 1994, Proposition E, which created a funding mechanism to support library operations including a dedicated share of property tax and a guaranteed share of the City's general fund, required the operation of the Main Library and a minimum of 26 branches. Thus, San Franciscans have demanded a public service strategy of many small, neighborhood branches.

Up-to-date and welcoming library facilities are a priority for San Francisco. The Main Library was opened in 1996; the Chinatown Branch was renovated and expanded in 1996, the Mission Branch was renovated in 1999 and the new Ocean View Branch was opened in 2000. The Library is currently embarking on its Branch Library Improvement Program to renovate the remaining 19 branches, to replace 4 leased facilities with City-owned libraries and to build one new branch, the 27th, in the newly developing Mission Bay neighborhood. When this program is complete, there will be an additional 50,000 square feet dedicated to branch libraries, increasing the current total branch square footage by 30% of the current space. In January 2002, the Library completed its "Branch Facilities Plan" which includes assessments and projected modifications for all existing branches, 'etermines siting criteria and design guidelines for new libraries and a functional building program which is a basis for all projects. ccessible, safe, flexible, user-friendly branches are the key goal of the Branch Library Improvement Program.

Before the introduction of electronic resources, the Excelsior Branch Library was considered a "resource" branch, along with five other branches throughout the library system, that provided in-depth information services and collections for its neighborhood. Several smaller branches that are adjacent to the Excelsior Branch used this branch as their first point of referral for in-depth information needs. The branches that are adjacent to Excelsior will all increase in size during the Branch Library Improvement Program. The Glen Park Branch, .7miles from Excelsior, is increasing from 1,500 to 8,500 square feet, planned for 2004. The Ingleside Branch, 1.6 miles from Excelsior, is increasing from 4,500 to 6,000 square feet by 2007. The Portola Branch, 1.7 miles from Excelsior, is increasing from 3,000 to 6,000 square feet by 2006. The Bernal Heights Branch, 1.4 miles from Excelsior, is 8,700 square feet and will be completely renovated by 2008. Due to the implementation of the Branch Library Improvement Program and the wide availability of electronic information resources, the San Francisco Public Library is moving from the "resource" branch model to a service strategy where most branches are 6,000 - 8,000 square feet and provide a variety of resources and services for users. The branches will serve as "living rooms" of our neighborhoods and provide collections and services that meet the diverse needs of our communities. Of course, the Main Library serves as the major resource for in-depth reference as well as the Chinatown Branch, 17,000 square feet in the northeast section of the City and the Richmond Branch, which will be expanded from 9,000to 15,000 square feet, on the City's west side. Because the Excelsior Branch is centrally located and readily accessible by public transportation, it will continue to function on its 7-day operating schedule after its renovation.

Because the population of San Francisco is projected to decrease slightly and because the City is primarily built-out, with only limited opportunity for in-fill housing, the Library is not planning for construction of additional branches. As mentioned previously, we are planning a new 7,700 square foot branch for the newly developing Mission Bay neighborhood, with an anticipated build-out population of 30,000 by 2010. We are also monitoring development plans for three former military facilities that are now being programmed for public use and housing - Treasure Island, Hunters Point Naval Shipyard and the Presidio.

Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > 1967 Year

If no existing public library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > _____ Year

If no existing school library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

All Projects

3. When was the most recent structural[1] renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > none Year

If no existing public library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural[1] renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > _____ Year

If no existing school library facility, enter "N/A"

If proposed project will replace more than one building, list the oldest of the buildings.

[1] *Pertaining to the load bearing elements of the building*

SITE INFORMATION

Ownership and Availability

Site

1. Is the library site currently owned by the applicant? Yes ◉ No ○
2. Will the library site be owned by the applicant? Yes ◉ No ○
3. Will the library site be leased by the applicant? Yes ○ No ◉
4. If the library site will be leased, provide the name of the owner: > N/A
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ○ No ◉
   [See Education Code section 19995(c)]
6. Is the site currently dedicated to the operation of a public library? Yes ◉ No ○

Building *(For Conversion Projects Only)*

7. Is the building to be converted currently owned by the applicant? Yes ○ No ○
8. Will the building be owned by the applicant? Yes ○ No ○

Title Considerations

Site

9. Are there any exceptions to marketable record title? Yes ○ No ◉

Building *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title? Yes ○ No ○

Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

Site

11. What is the appraised value of the library site? > $
    (or library portion of site, if multipurpose project)
12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Building *(For Conversion Projects Only)*

13. What is the appraised value of the building? > $
    (or library portion of site, if multipurpose project)
14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ○ No ○

Site Use Potential

Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Excelsior neighborhood is mostly residential, surrounded by the campus of City College to the west and a large urban park to the east. The neighborhood is also comprised of small and moderate-scale commercial districts along Mission Street, which include small businesses, restaurants and some medium size retail businesses.

The branch is easily accessible due to its central location within the neighborhood and adjacency to the business district. It is located within walking distance to the many residents in the neighborhood, the YMCA, a City Recreation & Park facility, Boys & Girls Club and Jewish Home for Seniors. Pedestrian sidewalks run the length of Mission Street through the neighborhood and along most of the side streets. Arteries surrounding the branch allow safe and direct passage to the branch for residents and those traveling by public transportation.

Compared to other San Francisco communities the Excelsior district is fairly flat. The branch is a one-story structure facing Mission Street on a corner lot. There is a slight elevation on the street on the north side of the building but this is not an impediment to walking.

Public Transit Access

Number of public transit stops located within 1/4 mile of site: > 15

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Four municipal bus lines serve the section of the community where the branch is located. Three of these offer wheelchair access during all operating hours*. One line, the 14 Mission, also provides night owl or 24 hour a day service.

Summary of bus line services:
Route 14* - every 30 minutes stops at Mission and Geneva (2 blocks from branch)
Route 52* - every 20 minutes stops at Mission and Geneva, runs from 6:20 a.m. though the day to 12:20 a.m.
Route 44* - every 30 minutes stops at Mission and Silver (2 blocks from the branch), runs from 5:00 a.m. through the day until 1:00 a.m.
Route 49 - every 15 minutes stops at Mission and Silver, runs from 5;30 a.m. through the day until 1:15 a.m.

The branch is situated between two Bay Area Rapid Transit (BART) line terminals. The Glen Bart and Balboa Park stations are within a 1/2-mile radius of the branch. There is a pedestrian crosswalk across Mission Street at Francis Street, approximately 100 feet from the branch entrance.

Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

San Francisco, the popularity and acceptability of bicycling as a transportation option for commuting to work, shopping and recreation is well established. The City's temperate climate, with a long dry season and a lack of ice and snow, is nearly ideal for bicycling. The limited supply and high cost of auto parking, high gas costs, increasing traffic congestion, and the City's compactness all make bicycling and walking an attractive option for many San Franciscans.

The City and County of San Francisco Bike Ordinance Sec. 155.1 Bicycle Parking Requirements for City-Owned and Leased Buildings stipulates that the Excelsior Branch Library have the following:

* Class 2 Bicycle Parking spaces - These are bicycle racks which permit the locking of the bicycle frame and one wheel to the rack and, which support the bike in a stable position without damage to wheels, frame or components.
* The racks will be placed within 50 feet of the entrance to the building and not impede pedestrian or sidewalk traffic.
* Section 155.1. (c) Required Number of Spaces, which includes libraries, requires the number of spaces to equal "the average patron load in a building during peak use hours". Five spaces are required for buildings anticipating 51-300 users at peak hours; and we anticipate that we would usually not exceed 300 users at any one time.

Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Excelsior neighborhood includes the area north of Geneva Avenue, west of Alemany Boulevard and south of Silver Avenue. These three streets are major thoroughfares offering easy access by automobile in and out of the neighborhood and to the branch, other parts of the city and within the community. Within 1/4 mile of the branch is an entrance/exit to Interstate 280, which leads her major freeways providing cross-town access. Mission Street is a major street running from the south to the north end of City, beginning in the south as State Highway 82 and continuing to the Embarcadero at the waterfront as Market Street.

To facilitate access for disabled users, there are curb cuts at both ends of the block which the library is on and one blue zone in front of the branch. No off street parking is provided by the library but there are metered spaces in front of the branch and on the adjacent side street. Mission Street has metered parking on both sides of the street. There is no residential permit required for side street parking and Alemany, which runs parallel to Mission Street, is also available for on-street parking.

Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	Street Name	Number of Blocks from Site	Traffic Count	Count Date
>	Mission Street - northbound	4	10,217	09/14/00
>	Mission Street - southbound	4	8,467	09/14/00
>				

Library Automobile Parking

1. Number of library parking spaces available off street, on library site..... > 0 spaces

2. Number of library parking spaces available off street, off library site..... > 0 spaces
   (within 500 feet of front door)

3. Number of parking spaces available on street..... > 49 spaces
   (within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking..... > 49 spaces

Zoning Requirements

5. Number of on-site library parking spaces required by local zoning..... > 0 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..... > Yes ○ No ◉

7. If so, by how many spaces were the parking requirements reduced?..... > _____ spaces

8. Provide number of square feet per parking space as required by local zoning..... > 0 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations..... > 0 SF

Automobile Parking to Building Square Footage Ratio

10. Calculate: $\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{\text{- SF}}{\text{8,556 SF}} = 0.00$ SF of Parking / 1 SF of Building

Example: $\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{\text{15,000 SF}}{\text{10,000 SF}} = 1.50$ SF of Parking / 1 SF of Building

Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..... > 5 spaces

Parking Rationale

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability ' public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile rking requirements including, but not limited to, parking partnerships with shared use agreements.

Like many urban areas, San Francisco is a 'transit first" city dedicated to developing a transportation infrastructure that is based on mass transit options that meet the needs of its residents and visitors, is environmentally friendly and conducive to urban sustainability. Public parking is not a requirement for city spaces or buildings providing public service. The Excelsior Branch has an excellent representation of public transportation options, in addition to the bicycling and pedestrian alternatives. The footprint of the branch consumes most of the lot size with no "extra" room available for parking spaces. It is the City's policy to encourage residents to use public transportation and to not support individual vehicle use to the greatest extent possible. The Library and the City recognize that individuals with disabilities, seniors and families may have difficulty getting to city service points. As a result, there is an excellent service support system related to transportation for seniors and disabled individuals in addition to designated blue zone street parking.

Because the Library has many branches located in the 27 different neighborhoods of the city, the majority of users of each branch are the residents most close to the branch libraries. The Excelsior Branch in particular is well placed to serve the immediate residents and those coming to the neighborhood business district. The branch is served by four bus lines, is close to two train terminals, easily accessible by city thoroughfares and surrounded by wide sidewalks and plentiful street parking. Because of the largely residential nature of the branch location, no city or private parking garages are close by.

Within 500' of the entrance are 42 on-street parking spaces and 7 limited parking spaces (these include loading zone, commercial and 20 minute spaces).

Visibility

Describe how visible and prominent the public library building will be within the library service area.

he architectural team of Appleton & Wolford designed the branch in 1967. While it is only a one-story structure, it is a prominent vic presence on the block. Situated on the corner of Mission and Cotter Streets, the branch is visible from the main thoroughfare hen traveling in either direction. A high vaulted roof dominates the north face of the building with floor-to-ceiling windows, which ovide natural light and visibility inside the library. This side of the building has the branch name high on the wall for immediate entification. The front of the building and the main entrance face Mission Street, with double glass entry doors and front facing ndows providing visibility to those driving or walking by. The proposed renovation includes plans to highlight the entrance and prove the entry sequence. By extending a portion of the front façade currently receded and adding new doors and signage, the anch will be more clearly recognizable and approachable. The community has voiced strong support for the current location and sires an enhanced facade to increase visibility.

Community Context & Planning

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, b a full range of transportation and pedestrian options.

The economic make-up of Excelsior is mostly small businesses that have been in the neighborhood for many years and are locally owned and operated. Residents see the library as a key point in the community, with a central location that is highly visible and close to public transportation. The library is prominently sited on a corner lot centrally located within Excelsior's primary business district along Mission Street. The community needs the library to be not only a physical focus in this central location, but also, and more importantly, the library needs to be a place for and of the community. Residents want the library to become a focal point for the community, a place for residents of all ages to come together as community. Excelsior residents want to instill pride in the community, provide a safe and attractive business district, and homes that are well maintained. However, Excelsior has seen a general decline in vitality, including buildings that remain vacant for long periods of time, an increase of graffiti and an increase in personal safety concerns. The residents are engaged in many community-based activities and organizations with the goal of educating residents and getting them involved in the myriad avenues open to them for development of the community so that the quality of life in Excelsior moves towards excellence. The community needs a catalyst, a major community project to jumpstart a convergence of energy to renew the community. The renovation of the library is seen as the catalyst needed to launch the neighborhood's efforts to revitalize Mission Street. The community needs the library to take a leadership role and show the way to success.

Four municipal bus lines serve this section of the community, with Mission Street being a primary transit corridor. The branch is easily accessible to pedestrians. Sidewalks run the length of Mission Street through the neighborhood and along most of the side streets surrounding the branch, allowing safe and direct passage to the branch. Bicyclists as well as pedestrians enjoy ease of access since the Excelsior is a relatively flat district in a city of hills.

Site Selection Process

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

In preparation for the branch bond measure successfully passed in November 2000, the City and County of San Francisco, the Department of Public Works, and the Library Department evaluated each of the 26 branch locations and buildings. Outcomes and decisions of those deliberations determined that library buildings owned by the city would be upgraded to accommodate technology needs, seismic safety (Excelsior has a seismic hazard rating of 3), and to comply with the Americans with Disabilities Act accessibility codes. Further it was determined that the four branch libraries in leased facilities would be replaced with facilities that would be owned by the City. The goal and commitment in the bond language is to own all 26 branch libraries.

After evaluating the categories of location, condition, structure, space utilization, architectural significance, cost and environmental impact, it was determined that renovation of the existing Excelsior Branch is feasible and will provide the community with a facility that will serve their needs for the foreseeable future. The building is in good condition, the space is adequate for the proposed program, and the cost of renovating the existing building would be less than the cost of constructing a new building. In addition, renovating the existing building will minimize the negative impact of the project on the environment.

Excelsior is a facility that has been owned by the City for several decades, with the building opening for public service in 1967. Additionally, Excelsior is in an excellent location for a branch library. It is sited on a corner lot in the heart of the Excelsior business district along Mission Street. Residential neighborhoods flow down the side streets along Mission Street, placing the library in a unique setting of bridging the community between residential and business districts.

Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Excelsior is a facility that has been owned by the City for several decades, with the building opening for public service in 1967. Additionally, Excelsior is in an excellent location for a branch library. It is sited on a corner lot in the heart of the Excelsior business district along Mission Street. Residential neighborhoods flow down the side streets along Mission Street, placing the library in a unique setting of bridging the community between residential and business districts.

The community sees the library as a focal point in the neighborhood, with a central location that is highly visible and close to public transportation. The renovation of the library is seen as a cornerstone and leader in the neighborhood's efforts to revitalize Mission Street, the primary business center for the community.

Throughout the Community Needs Assessment, the community wholeheartedly supported maintaining the library at the current site. In fact, residents stated that one of their library service needs is to have the library become a community focal point and gathering place -- a place for all residents of all ages, ethnicity's, religions, gender, and sexual orientation to come together as community. The residents engaged in the Community Needs Assessment have become fully engaged and excited to know that their library will be replaced with a new, modern, vibrant learning center.

The residents of the Excelsior service area want to instill pride in the community, provide a safe and attractive business district, and homes that are well maintained. The residents are engaged in many community-based activities and organizations with the goal of educating residents and getting them involved in the myriad avenues open to them for development of the community so that the quality of life in Excelsior moves towards excellence. The community needs a catalyst, a focus, a major community project to jumpstart a convergence of energy to renew the community. The community needs the library to take a leadership role and show the way to success.

There are no problems with the existing site that require mitigation for the renovation. The site is relatively flat and has been in use as a library since 1967. Unfortunately, there is no room for future expansion, unless the Library added a second floor. There is very little available land in San Francisco. In searching for other library sites, we have found that, in order to provide a new library site, housing or commercial enterprises would be displaced. Because the Library has not considered displacing any current housing for library sites and because dislocation of commerical enterprises requires costly relocation payments to the impacted businesses, we are practically constrained to using most currently existing library sites owned by the City.

Site Description

Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

All Projects (Except Multipurpose Buildings)		Square Footage
1. Proposed Library Building Footprint[1]	>	8,322 SF
2. Proposed Library Surface Parking Lot	>	0 SF
3. Proposed Library Parking Structure Footprint[1]	>	0 SF
4. Future Library Building Expansion Footprint[1]	>	234 SF
5. Future Library Parking Expansion	>	0 SF
6. Required Local Zoning Set-Backs	>	0 SF
7. Desired Aesthetic Set-Backs & Amenities	>	1,444 SF
8. Miscellaneous & Unusable Space	>	0 SF
9. **Total Square Footage of Library Project Site**	>	10,000 SF
10. Proposed Under-Building Parking	>	0 SF

[1] *"Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.*

Multipurpose Building Projects Only		*A* Library[2] Dedicated SQ FT	*B* Library Portion of Common SQ FT	*C* Other[3] Common SQ FT	*D* Other[3] Dedicated SQ FT
1. Proposed Building	>				
2. Proposed Surface Parking Lot	>				
3. Proposed Parking Structure	>				
4. Future Building Expansion	>				
5. Future Parking Expansion	>				
6. Required Local Zoning Set-Backs	>				
7. Desired Aesthetic Set-Backs & Amenities	>				
8. Miscellaneous & Unusable Space	>				
9. Total Square Footage of Multipurpose Project Site	>				
10. Proposed Under-Building Parking	>				

[2] *Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).*

[3] *"Other" uses means any other space that does not provide for the delivery and support of public library direct services.*

Zoning

Classification

1. What is the current zoning classification of the site? > P (Public)

2. Will the site have to be rezoned to build the project? Yes ○ No ◉

Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ○ No ◉

4. If so, list the date the variance or waiver has been or will be granted: > _____ (Date)

Permits & Fees

Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	Permit or Fee	Cost of Permit or Fee	Date Obtained or will be Obtained
5. >	CEQA Exemption	$ 157	05/10/02
6. >	City Planning Fees	$ 10,200	02/01/03
7. >	Plan Check Fee	$ 6,500	05/01/03
8. >	Building Permit	$ 16,500	09/01/03

Drainage

9. Is the site in the 100-Year Flood Plain? Yes ○ No ◉

10. Do any watercourses that require control drain onto the site? Yes ○ No ◉

11. Do any watercourses that require control drain off the site? Yes ○ No ◉

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ◉ No ○

Describe any necessary mitigation measures regarding drainage.

There are no mitigation measures necessary regarding drainage.

The City of San Francisco has no separate Storm Drainage System. The sewer system is currently adequate to prevent flooding of he site.

California Environmental Quality Act (CEQA)

CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending regarding CEQA compliance. The project is categorically exempt. Please see the attached Certificate of Determination in the Supporting Documents.

Energy Conservation

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

This project is a renovation of an existing branch library. In order to reduce energy consumption, meet the latest Title 24 Energy Requirements, and increase comfort to its occupants, the following energy and sustainable building practices are included in the renovation:

* All single pane windows will be replaced with double pane, low-E, tinted operable windows.
* Roof and exterior walls will be insulated.
* Flooring, wall paneling & ceiling finishes will be comprised of recycled materials as much as possible.
* Furniture & shelving stacks will be arranged to better distribute natural lighting from the large reading room window.
* Skylights will be added to bring natural light to interior spaces & corners.

Lighting is being replaced with more energy efficient fixtures using T8 and T5 bulbs. Pendant fixtures will replace high fixtures at the cathedral ceiling. Low voltage task lighting & ambient lighting will be incorporated throughout. Energy conserving sensors and timers are being installed.

A Building Energy Management System controlling mechanical, security and lighting with remote monitoring capability will ensure energy saving mechanisms are maintained.

Historic Buildings

Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago? Yes ○ No ◉

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places? Yes ○ No ◉
3. A National Historic Landmark? Yes ○ No ◉
4. A National Monument? Yes ○ No ◉
5. On County or Municipal Historic Designation list? Yes ○ No ◉
6. On the California Register of Historical Resources list? Yes ○ No ◉
7. A California Historical Landmark? Yes ○ No ◉
8. A State Point of Historical Interest? Yes ○ No ◉

Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ○ No ◉
10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed? Yes ○ No ○

If not, please explain.

State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project? Yes ○ No ◉

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties? Yes ○ No ◉

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and ne shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

None of the above-noted conditions apply to this project.

Although this project includes a seismic upgrade, for the purposes of this application, a geotechnical report is not required. However, the Structural Report attached as a Supporting Document includes a stamped seismic evaluation establishing the soils design criteria, for the purposes of calculating structural system elements for the seismic upgrade.

Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

Structure(s) to be Demolished	Demolition Cost Estimate
1. > N/A	$
2. >	$
3. >	$
4. >	$
5. >	$
6. >	$
Total Demolition:	> $

Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

Utility	Availability	Cost to bring Service to Site (Ineligible)
1. Electricity	Yes ◉ No ○	> $ 0
2. Fiber Optic Cable	Yes ○ No ◉	> $ 0
3. Telephone	Yes ◉ No ○	> $ 0
4. Gas	Yes ◉ No ○	> $ 0
5. Cable TV	Yes ◉ No ○	> $ 0
6. Storm Sewer	Yes ○ No ◉	> $ 0
7. Sanitary Sewer	Yes ◉ No ○	> $ 0
8. Water	Yes ◉ No ○	> $ 0

Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

Site Development Costs	Eligible	Ineligible
1. Utilities	> $ 2,000	$ 0
2. Cut, Fill & Rough Grading	> $ 0	$ 0
3. Special Foundation Support (pilings, etc.)	> $ 0	$ 0
4. Paving, curbs, gutters & sidewalks	> $ 23,800	$ 0
5. Retaining Walls	> $ 0	$ 0
6. Landscaping	> $ 12,700	$ 0
7. Signage	> $ 0	$ 0
8. Lighting	> $ 0	$ 0
9. Removal of underground tanks	> $ 0	$ 0
10. Removal of toxic materials	> $ 0	$ 0
11. Rock removal	> $ 0	$ 0
12. Traffic signals	> $ 0	$ 0
13. Other (Specify): _____	> $	$ 0
14. Other (Specify): _____	> $	$ 0
15. TOTAL SITE DEVELOPMENT COSTS:	> $ 38,500	$

FINANCIAL INFORMATION

Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) **January 2002 current costs per square foot:**

A. For new facilities: $202 /SF

B. For square footage added to an existing building, i.e. "expansions": $238 /SF

Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > San Francisco (Name of Project County) — County Locality B. Adjustment Factor> 1.2 X — Appropriate C. New Cost/SF> $ 238 /SF = D. > $ 286 /SF (Select: 1A or 1B)

[Example: Solano 1.07 X $ 202 /SF = $ 216 /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > $ 286 /SF (Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1.5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) Number A. of Months:> 26 X .002 = (1/5%) — Inflation B. Factor: > .052 X — Locally Adjusted C. Construction $/SF: > $ 286 /SF = (Re-enter 3A) — Additional $/SF D. > $ 15 /SF

[Example 14 X .002 = .028 X $ 216 /SF = $ 6 /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) Additional A. Cost/SF: > $ 15 /SF + (Re-enter 4D) — Locally Adjusted B. Construction $/SF: > $ 286 /SF = (Re-enter 4C) — Eligible Projected C. Construction $/SF: > $ 301 /SF

[Example $ 6 /SF + $ 216 /SF = $ 222 /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) **The Eligible Projected Construction $/SF:** > $ 301 /SF (Re-enter 5C)

Multiplied By

7) **The Square Footage of New Construction:** > 234 SF

Equals

8) **The Eligible Projected Construction Cost:** > $ 70,000

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) **Eligible Contingency:** *(10% of Line 8)* > $ 7,000

Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cos comparison approach to calculate the Eligible Projected Construction Cost figure. *[See section 20436 (c) (3)]*. List a minimum of three comparable public construction projects have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, citizens centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and u building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

	Project	Date Bid	Construction Cost/SF	Example:
A. >			/SF	$ 230 /SF
B. >			/SF	$ 210 /SF
C. >			/SF	$ 220 /SF
D. >			/SF	/SF
E. TOTAL			> $ /SF	$ 660 /SF

10) Locally Determined Comparable Cost per Square Foot ($/SF):

> $ _____ (Re-enter Line E) Divided by > _____ (# of Projects) = > $ 0 /SF (Locally Determined Comparable Cost per Square Foot)

[Example $ 660 /SF Divided By 3 = $ 220 /SF]

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from Janua 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of Months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Co per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

11) A. Number of Months: > ___ X .002 = (1/5%) B. Inflation Factor: > _____ X C. Locally Determined Comparable $/SF: > 0 (Re-enter 10) /SF = D. > $ _____ /S

[Example 14 X .002 = .028 X $ 220 /SF = $ 6 /S

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) give the "Eligible Projected Construction Cost per Square Foot" figure (12C):

12) A. Additional Cost/SF: > $ _____ (Re-enter 11D) /SF + B. Locally Determined Construction $/SF: > 0 (Re-enter 11C) /SF = C. Eligible Projected Construction $/SF: > $ _____ /SF

[Example $ 6 /SF + $ 220 /SF = $ 226 /SF]

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

13) The Eligible Projected Construction $/SF: > $ _____ (Re-enter 12C) /SF

Multiplied By

14) The Square Footage of New Construction: > _____ SF

Equals

15) The Eligible Projected Construction Cost: > $ _____

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

16) Eligible Contingency: *(10% of Line 15)* > $ _____

Library Project Budget *(All projects except Multipurpose Projects)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

Line Items:		Eligible	Ineligible
1)	New Construction >	$ 70,000	$ 0
2)	Remodeling Construction >	$ 2,230,000	$ 0
3)	Contingency >	$ 341,500	$ 0
4)	Appraised Value of Building >	$ 0	$ 0
5)	Appraised Value of Land >	$ 0	$ 0
6)	Site Development >	$ 38,500	$ 0
7)	Site Demolition >	$ 0	$ 0
8)	Site Permits & Fees >	$ 33,400	$ 0
9)	Site Option to Purchase Agreement >	$ 0	$ 0
10)	Furnishings & Equipment Costs. state will pay SF will not >	$ 500,000	$ 0
11)	Signage >	$ 33,500	$ 0
12)	Architectural & Engineering Costs >	$ 452,100	$ 0
13)	Construction Cost Estimator Fees >	$ 35,000	$ 0
14)	Interior Designer Fees >	$ 50,000	$ 0
15)	Geotechnical/Geohazard Reports >	$ 0	$ 0
16)	Hazardous Materials Consultant Fees >	$ 10,000	$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies >	$ 75,000	$ 0
18)	Library Consultant Fee >	$ 15,000	$ 0
19)	Construction Project Management >	$ 185,000	$ 0
20)	Other Professional Fees >	$ 60,000	$ 0
21)	Local Project Administration Costs >	$ 0	$ 140,000
22)	Works of Art >	$ 0	$ 0
23)	Relocation Costs & Moving Costs >	$ 0	$ 30,000
24)	Acquisition of Library Materials. add to collection >	$ 0	$ 20,000
25)	Other (Specify): _____ >	$ 0	$ 0
26)	Other (Specify): _____ >	$ 0	$ 0
27)	Other (Specify): _____ >	$ 0	$ 0
28)	**TOTAL PROJECT COSTS:** >	$ 4,129,000	$ 190,000

65% - state 35% local match

3.629 mill bond fund SF

Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28[1] Eligible Costs)	>	$ 2,683,850
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29) *[Must also equal the total of Lines 31 - 35]*	>	$ 1,445,150

Sources of Local Matching Funds:

31)	City	> $ 1,270,150	
32)	County	> $ 0	
33)	Special District	> $ 0	
34)	Private 35% Friends + Fdtn.	> $ 175,000	
35)	Other (Specify):	> $ 0	
36)	Local Credits [Land[2] and A&E Fees]		> $ 0
37)	Adjusted Local Match [Line 30 minus Line 36]		> $ 1,445,150
38)	Supplemental Local Funds [Same as Line 28 ineligible]		> $ 190,000
39)	**TOTAL PROJECT INCOME:** [Add Lines 29, 30, and 38]		> $ 4,319,000

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget

(New Public Libraries, including Conversion Projects except Multipurpose Projects)

EXPENDITURES		INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits	>	$	$
2. Facilities Costs	>	$	$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify):			
3. Equipment	>	$	$
Equipment			
Supplies			
4. Materials	>	$	$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	$	$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify):			
6. Miscellaneous (Other)	>	$	$
7. TOTAL EXPENDITURES:	>	$	$

Multipurpose Project Budget (With Library Project Budget) *(Multipurpose Projects Only)*

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.

Line Items:	A Library[1] Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other[2] Total Ineligible
1. New Construction					
2. Remodeling Construction					
3. Contingency					
4. Appraised Value of Building					
5. Appraised Value of Land					
6. Site Development					
7. Site Demolition					
8. Site Permits & Fees					
9. Site Option Agreement					
10. Furnishings & Equipment Costs					
11. Signage					
12. Architectural & Engineering Fees					
13. Construction Cost Estimator Fees					
14. Interior Designer Fees					
15. Geotechnical/Geohazard Reports					
16. Hazardous Materials Consultant Fees					
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies					
18. Library Consultant Fees					
19. Construction/Project Management					
20. Other Professional Fees					
21. Local Project Administration Costs					
22. Works of Art					
23. Relocation Costs & Moving Costs					
24. Acquisition of Library Materials					
25. Other (Specify):					
26. Total Project Costs:	$ 0	$ 0	$ 0	$ 0	$ 0

[1]Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (location or joint venture).

[2]"Other" uses means any other space that does not provide for the delivery and support of public library direct services.

Sources of Multipurpose Project Revenue *(Multipurpose Projects Only)*

27. State Matching Funds (65% of Line 26 total eligible costs[1]) > $ _____

28. Local Matching Funds > $ _____

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29-33.]

Sources of Local Matching Funds:

29) City > $ _____

30) County > $ _____

31) Special District > $ _____

32) Private > $ _____

33) Other (Specify): _____ > $ _____

34. Local Credits [Land[2] and A&E Fees] > $ _____

35. Adjusted Local Match (Line 28 minus Line 34) > $ _____

36. Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible) > $ _____

37. **TOTAL PROJECT INCOME:** (Add Lines 27, 28 and 36) > $ _____

[1] *Up to a maximum of $20,000,000*

[2] *Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]*

Projected Library Operating Budget *(Multipurpose New Construction and Conversion Projects Only)*

EXPENDITURES	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. **Salaries/Benefits**	> $	$
2. **Facilities Costs**	> $	$
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify): _____		
3. **Equipment**	> $	$
Equipment		
Supplies		
4. **Materials**	> $	$
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. **Other Allocations** (As applicable to the proposed project)	> $	$
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify): _____		
6. **Miscellaneous (Other)**	> $	$
7. **TOTAL EXPENDITURES:**	> $	$

Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

Not applicable.

PROJECT TIMETABLE

Provide the timetable for the proposed project.

ACTIVITY		DATE
1. Planning and Land Use Permits Obtained (If Applicable)	>	05/10/02
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	
3. Schematic Plans Completion	>	09/01/02
4. Design Development Plans Completion	>	11/01/02
5. Working Drawings (90%) Completion	>	02/01/03
6. Construction Documents Completion	>	03/01/03
7. Project Advertised for Bids	>	05/01/03
8. Start of Construction	>	09/01/03
9. Estimated Mid-Point of Construction	>	03/01/04
10. Completion of Construction	>	09/01/04
11. Opening of Library Building to the Public	>	11/01/04
12. Final Fiscal & Program Compliance Review Completed	>	03/01/05

APPLICATION CERTIFICATION

SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applica agrees to execute the project on the basis of the application data provided herein including all supporting documents.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

> _____ Signature

> _____ Date

> Willie L. Brown, Jr. Name (type)

> Mayor Title (type)

LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

> _____ Signature

> _____ Date

> Susan Hildreth Name (type)

> City Librarian Title (type)

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

Bond Act Fiscal Officer
Office of Library Construction
1029 J Street, Suite 400
Sacramento, CA 95814-2825

Supporting Documents

California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 Application

Excelsior Branch Library Renovation

A. Boundary Survey

B. Planning Department Notice of Exemption

C. Preliminary Title Report – Parcel 6797, Lot 46, Excelsior Library Proof of Marketable Title

D. Structural Study – Seismic Retrofit of Excelsior Library

E. Hazardous Materials Study – Hazardous Materials Survey Report

F. Energy Audit – Energy Compliance Report

G. ADA Study – ADA Facility Evaluation

H. Project Feasibility Study – Feasibility Study: Excelsior Branch Library

I. Community Library Needs Assessment

J. Library Plan of Service

K. Library Building Program

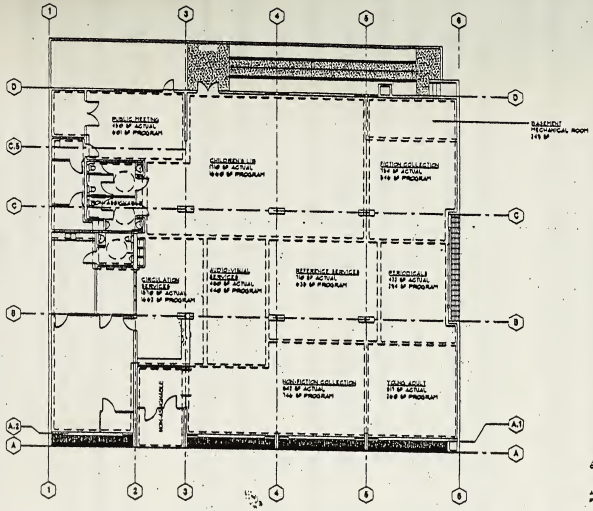
L. Conceptual Plans

M. Outline Specifications

N. Cost Estimate – S.F. Excelsior Branch Library Cost Estimate

O. Resolution certifying project budget, local funding commitment, supplemental funds, and public library operation

P. Private Funds – Irrevocable Standby Letter of Credit



1 FLOOR PLAN

SCALE: SCALE 1/8" = 1'-0"

AREA SUMMARY

	ASSIGNED	UNASSIGNED	TOTAL
ACTUAL	7,498 SF	1,107 SF	8,355 SF
PROGRAM	8,844 SF	1,15 SF	8,333 SF

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue, Suite 2100
San Francisco, CA 94102-6020
Fax 14 [illegible]

CONSULTANT | CONSULTANT'S STAMP

PROJECT TITLE
Excelsior Branch Library
6400 Mission Street
San Francisco, CA 94102

NO.	DATE	REVISIONS

DRAWN
CHECKED
DATE
FINAL
FINAL MGR.
FINAL MGR.
SUBMIT MANAGER | DATE
MAIN DOCKET | UNIT 1 PART

DRAWING TITLE
FLOOR PLAN

SHEET NO.
A2-0

SCALE
AS NOTED | JOB NO. 7626A

FILE NO. RESOLUTION NO.

[Certification to Accompany Application for State Grant for Excelsior Library Renovation.]

Resolution certifying project budget, local funding, supplemental funding and public library operations pursuant to the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000.

WHEREAS, The voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" that authorized the City to issue general obligation bonds to acquire, remodel, or construct branch libraries and additional library facilities; and

WHEREAS, The voters of the State of California passed Proposition 14, "The California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000" ("Bond Act") that provides state matching grants, on a competitive basis, for qualifying library construction and remodeling projects; and

WHEREAS, The City and County of San Francisco seeks a state matching grant under the Bond Act to remodel the San Francisco Public Library's Excelsior Branch Library; and,

WHEREAS, A copy of the City's proposed Bond Act grant application, including application form and supporting documentation is on file with the Clerk of the Board of Supervisors, which is hereby declared to be a part of this resolution as if set forth fully herein; and,

WHEREAS, The Board of Supervisors is required under section 20440, Title 5 of the California Code of Regulations to certify the Bond Act grant application; now, therefore, be it

RESOLVED, That Board of Supervisors hereby certifies the City's Bond Act grant application, and commits as follows

(1) to provide the local matching funds in the amount of $1,445,150;

(2) to provide supplemental funds necessary to complete the project in the amount of $190,000;

(3) to make the local matching and supplemental funds available when they are needed to meet cash flow requirements for the project;

(4) to certify the good faith development of the project budget as contained in the Library project budget section of the application form;

(5) to certify the accuracy and truthfulness of all information submitted in the Application Form and the required supporting documents;

(6) to operate the completed remodeled Excelcior Branch Library and provide public library direct service; and

(7) to dedicate the Excelsior Branch Library to public library direct service use for a period of forty years following completion of the project, regardless of any operating agreements the applicant may have with other jurisdictions or parties.

Recommended: Approved:_____

Mayor

_____

Department Head Approved:_____

Controller

FIRST REPUBLIC BANK
It's a privilege to serve you®

IRREVOCABLE STANDBY LETTER OF CREDIT

Letter of Credit No. 77-0580282

Amount of U.S. $175,000.00

Dated April 24, 2002

The San Francisco Public Library ("Beneficiary")
Attn: Susan Hildreth, City Librarian
100 Larkin Street
San Francisco, CA 94102

Ladies and Gentlemen:

At the request and for the account of **The Friends and Foundation of the San Francisco Public Library, a California nonprofit public benefit corporation,** we hereby establish in your favor our irrevocable standby letter of credit in the aggregate amount of **One Hundred Seventy-Five Thousand and 00/100 Dollars (U.S.$175,000.00)** available by your draft at sight drawn on us and accompanied by the following:

1. **This original letter of credit.**

2. **A statement signed by a person who represents that he or she is an officer of Beneficiary as follows: "This will certify that The San Francisco Public Library is entitled to draw under letter of credit no. 77-0580282 pursuant to that certain agreement dated April 8, 2002 between The Friends and Foundation of the San Francisco Public Library and The San Francisco Public Library."**

Drafts shall be drawn on and presented to us at our offices located at **111 Pine Street, San Francisco, California 94111** no later than **December 31, 2004.**

All drafts drawn under this letter of credit shall contain the above-referenced letter of credit number. We agree that all drafts drawn under and in compliance with the terms of this letter of credit will be duly honored by us upon presentation to us. This letter of credit is not transferable. **Partial drawings under this letter of credit are permitted.**

This letter of credit is subject to the Uniform Customs and Practice for Documentary Credits, 1993 Revision, Publication No. 500 of the International Chamber of Commerce.

First Republic Bank

By: Paul J. Berger

Title: Sr. Commercial Lender

FY. DATE 6/00
#77-0580282/AFS #_____

San Francisco Los Angeles Beverly Hills San Diego Las Vegas New York

111 PINE STREET, SAN FRANCISCO, CALIFORNIA 94111, TEL (415) 392-1400 OR (800) 392-1400, FAX (415) 392-1413

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Friends & Foundation
of the
San Francisco Public Library

April 8, 2002

Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Ms. Hildreth:

This letter states the agreement of the Friends & Foundation of the San Francisco Public Library ("Friends & Foundation") to support the San Francisco Public Library's ("Library") renovation of the Excelsior Branch Library (the "Excelsior Renovation"). The Friends & Foundation commits to provide $175,000 toward the cost of the furniture, fixtures, and equipment needed to complete the renovation project.

We understand that you anticipate that the actual commencement of the construction of the Excelsior Renovation will not occur for a substantial period of time. As we get closer to the commencement of the construction, we will work with you to prepare a document that sets forth the mechanics for our payments (the "Mechanics Agreement" with a reference date of April 8, 2002), including such items as how you will notify us of the need for a payment, whether we will reimburse you or make payments directly to vendors, etc. At this time, however, we confirm that we are committing $175,000 for furniture, fixtures and equipment acquired as part of the Excelsior Renovation.

To secure our commitment, the Friends & Foundation will provide a Letter of Credit ("L/C") in the amount of $175,000. The beneficiary of the L/C will be the San Francisco Public Library. The L/C will be established by May 1, 2002. The L/C will expire on the earliest of (1) payment by Friends & Foundation of its full $175,000 commitment, (2) completion of the Excelsior Renovation (in the event the full $175,000 is not needed by the Library), (3) January 1, 2004, but only if the Excelsior Renovation has not commenced by that date, or (4) January 1, 2005.

Once construction begins, the Library will request that the Friends & Foundation provide the committed funds as needed during the renovation project. The actual mechanics of the request will be set out in the Mechanics Agreement. The Mechanics Agreement will provide that Friends & Foundation will have 21 days in which to provide the requested funds. Should the Friends & Foundation violate this payment obligation under the Mechanics Agreement, the Library will have the right to draw on the L/C.

Because the Friends & Foundation are committing to a total of $175,000, as we make payment, the amount to which you may be entitled under the L/C will be reduced so that it reflects the unpaid portion of our commitment. Once our commitment has been fully satisfied, the San Francisco Public Library will return the original letter of credit and any amendments thereto to

100 Larkin Street San Francisco, CA 94102 *Fax* 415.437.4855 *Phone* 415.557.4257
email: friends@sfpl.lib.ca.us www.friendsandfoundation.org

the Friends & Foundation which will cancel the L/C with the issuing bank through delivery of same.

Please indicate your acceptance of this agreement by signing below.

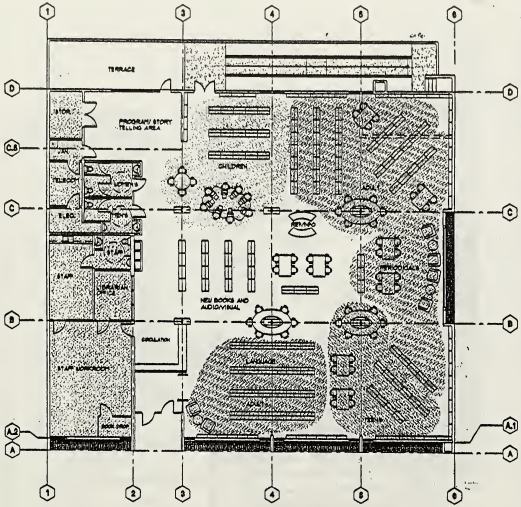
Sincerely,

Martín Gómez
Executive Director

Approved and accepted:

Susan Hildreth
City Librarian

4/24/02
Date



SCHEME 'A' — PREFERRED 4/20/02

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
30 Van Ness Avenue
San Francisco, CA
94102-6080
Suite 4100
(415)557-4700
Fax (415)557-4701

CONSULTANT | CONSULTANT'S STAMP

PROJECT TITLE
Excelsior Branch Library
4400 Mission Street
San Francisco, CA 94102

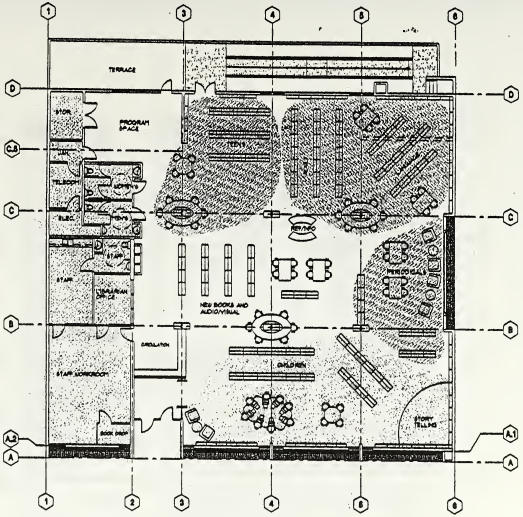
NO.	DATE	REVISIONS

DRAWN
CHECKED
TRACED
PROJ. ARCH
PROJ. MGR
BUREAU MANAGER | DATE
MARK DOBLAN | APRIL 1, 2002

DRAWING TITLE
FLOOR PLAN

SHEET NO.

SCALE: AS NOTED | JOB NO. 7525A



SCHEME 'B'

Bureau of
Architecture
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO
50 Van Ness Avenue
San Francisco, CA
94102-6028
Suite 4100
(415)557-4700
Fax (415)557-4701

CONSULTANT | CONSULTANT'S STAMP

PROJECT TITLE
Excelsior Branch Library
4400 Mission Street
San Francisco, CA 94102

NO.	DATE	REVISIONS

DRAWN
CHECKED
DESIGNED
FILE
PROJ. MGR.
PROJ. ARCH.
BUREAU MANAGER | DATE
PLANS DESIGN | APRIL 1, 1989

DRAWING TITLE
FLOOR PLAN

SHEET NO.

SCALE
AS NOTED

JOB NO. 7526A

Excelsior Branch Library Renovation
Community Meeting
Saturday, March 23, 2002
1:00 – 2:00

- Teen program important
- Computer training for seniors
- Language learning materials to acquire English, Spanish, Filipino
- Worry that books may lose space
- Building footprint is not expandable
- Get a new front door
- Push the front door out to the street
- Smaller tables would help with space and reorganization of the stacks
- Study carrels only if program-driven (carrels could also be for children's programming)
- Adult tutoring program
- Meeting room too big—not used enough
- Meeting room should be more multi-purpose (ie reading room, periodical room , a room to chat, children's uses)
- There is other free meeting space in the community (churches, Rec & Park, Police Station)
- Library's request system works well—perhaps we don't need so many books here
- Not enough books—more literature
- Community deciding on collection more
- Community archival interest (something like Noe Valley Branch's archives)
  Many neighborhood groups have archives kept in basements and would like them to be in the Library

- Little on-line information on Excelsior history—people have historical photos at home
- Planning Dept. is doing neighborhood and BART studies—there is interest in aesthetics
- Seek yearbook donations locally (Main Library has a yearbook collection)
- Teen Services: Greater Mission Consortium next door is just opening up and the Teen Center is 1 block away
- Intergenerational programming
- Not enough for youth in the community
- Teen night films with cult videos, like what's done at J. Randall Museum
- Many residents can't afford home computers
- New (not yet planned or built) Geneva-Mission building may have community uses, classes, etc.
- Mezzanine for kids' computer use
- Potential Library partnership with On-Lok seniors next door
- Will the community's ideas have impact on what is taken to the Board of Supervisors?

Approximately 20 – 25 residents attended the meeting

Excelsior Branch Library Renovation
Community Meeting, March 23, 2002

General/Required Components

- Full ADA accessibility
- Meet earthquake safety standards
- Modernization of all systems and infrastructure upgrades
- Complete interior remodel

What other physical space needs should be addressed in the renovation?

Community Characteristics

- Strong sense of community with cultural diversity as a strength
- Stable population
- Central location with good transportation
- Larger youth population than other neighborhoods in the City
- Large number of schools and organizations serving youth

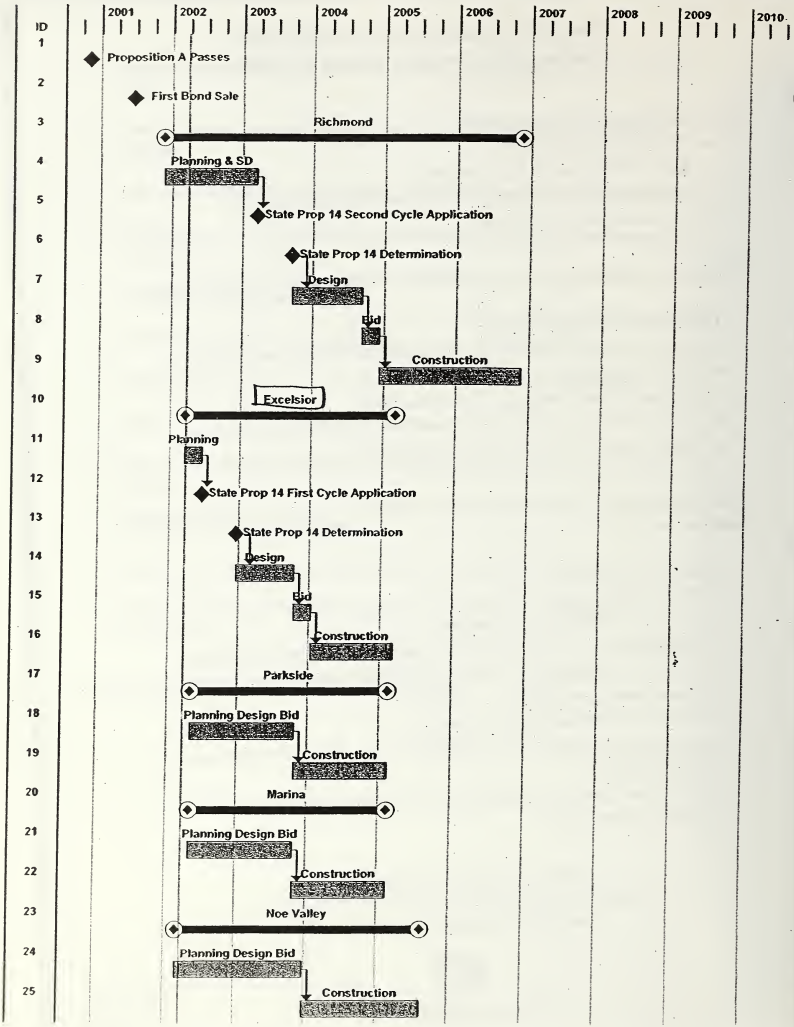
What else does the library need to know about the community to help us in planning services?

Service Components

- Services for youth
- Language learning opportunities
- Computers for research and homework, and computer training
- Space for community activities and library sponsored programs
- Community partnerships
- Warm and welcoming environment
- Programs and collections highlighting the cultural diversity of the neighborhood
- Distinctive spaces for different uses, such as quiet study area and children's story time

Send comments and suggestions to
the Chief of Branches at 557 4353 or COB@sfpl.org
or stop by the branch and talk to staff.

San Francisco Public Library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1 Proposition A Passes
2 First Bond Sale
3 Richmond
4 Planning & SD
5 State Prop 14 Second Cycle Application
6 State Prop 14 Determination
7 Design
8 Bid
9 Construction
10 Excelsior
11 Planning
12 State Prop 14 First Cycle Application
13 State Prop 14 Determination
14 Design
15 Bid
16 Construction
17 Parkside
18 Planning Design Bid
19 Construction
20 Marina
21 Planning Design Bid
22 Construction
23 Noe Valley
24 Planning Design Bid
25 Construction

Excelsior Branch Library Project
3/23/02

Comments/Suggestions:

Name and Contact Information: _____

Send comments and suggestions to
the Chief of Branches at 557 4353 (fax 557-4237) or COB@sfpl.org
or stop by the branch and talk to staff.

San Francisco Public Library

Excelsior Branch Community Meeting
Renovation Project

HIGHLIGHTS

- Meet earthquake safety & accessibility standards
- Easily accessible for seniors
- Increase public restrooms from one unisex to two multi-stall ADA restrooms
- Program room will have capacity to be used as a computer training lab
- Enhanced program space able to be used for a variety of purposes
- Reconfigured entrance
- Book return from the exterior of the building into a secure room
- Three express checkout machines
- Infrastructure to provide modern technologies and flexibility for the future
- Maximize use of natural light
- Variety of seating, including lounge, reader seats and tables and computer workstations
- Increase the Language collections
- Expand the A/V collections (videos, DVD, CDs, Books on tape)
- Increased material for teens
- Increase the new book collection

	Current	Proposed
Public Computers	9	18
Meeting/Program Room	640 Square Feet	601 Square Feet
Reader Seats	73	45
Tables	16	12
Lounge Seating	0	6
Periodicals & Newspapers	153	153
Collection	46,800	42,231

Excelsior Community Meeting on Library Renovation
Saturday, April 20, 2002
1:00

Meeting Notes:

- Seniors need computer literacy as well as kids
- Age, as well as ethnic diversity
- One sixth of residents are Filipino-Americans
- Coordinate with Youth Center and Greater Mission Consortium to provide youth services at the library
- Include community in development of programs
- Teens need their own, separate space – so do seniors: same space used at different hours is a possibility
- More books – prefer collections to computers or program room
- Don't judge book by number of times it has been checked out.
- People want lounge chairs
- Seating in program room might help accommodate as overflow seating (especially after school)
- Skylights in cathedral ceiling
- Question staff restroom, lounge, and storage spaces
- Use glass walls to isolate kid's space
- Have pc's near teens, for teens; perhaps more pc's in teen than adult
- Nice to see more computers
- Several people called out for favoring Scheme A
- What about display areas?

- Little on-line information on Excelsior history—people have historical photos at home
- Planning Dept. is doing neighborhood and BART studies—there is interest in aesthetics
- Seek yearbook donations locally (Main Library has a yearbook collection)
- Teen Services: Greater Mission Consortium next door is just opening up and the Teen Center is 1 block away
- Intergenerational programming
- Not enough for youth in the community
- Teen night films with cult videos, like what's done at J. Randall Museum
- Many residents can't afford home computers
- New (not yet planned or built) Geneva-Mission building may have community uses, classes, etc.
- Mezzanine for kids' computer use
- Potential Library partnership with On-Lok seniors next door
- Will the community's ideas have impact on what is taken to the Board of Supervisors?

Approximately 20 – 25 residents attended the meeting

Excelsior Library Community Needs - Themes

Technology

Residents want better access to technology-based resources. This includes more computers for the library overall. The community focused particularly on the need for additional computers for children and teens, to enable them to be successful in their educational programs and preparation for life success. Providing computer training was seen as a priority.

Diversity

The community is proud of the range of diversity within the neighborhood. Expansion of outreach by the library in order to more fully integrate the library with the community was identified as a key goal. Included in outreach was a request for better marketing of library services and an interest in having the library pursue more partnerships within the Excelsior area. The community would like to see an increased focus on resources for Spanish and Chinese residents.

Library as Place

The library is centrally located in the community and is highly visible. Residents would like to see the library become a focal point for the community, a place for residents of all ages to come together as community.

Incorporated in this concept is a place for teens and at-risk youth to gather in a safe and nurturing environment. The community expressed interest in having the library provide more programs and services for youth in general. To help fulfill this goal, the community would like more space dedicated to the needs of children and youth. The concentration on children and youth, however, must be balanced with the community's request to also have a more clear focus on seniors.

In order for the concept of the 'Library as Place' to be realized, the community needs more seating and more comfortable seating. This includes places to sit, read and study.

Programs aimed at both parents and children, thus focusing on the family as a unit, would help meet un-fulfilled needs not provided elsewhere in the community. This includes literacy assistance as well as homework help.

In order for the library to incorporate and respond to these service needs, the community supported reducing the size of the existing community room, as long as the square footage was reallocated for public uses as described above.

DOCUMENTS DEPT.
MAY 3 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Connie K. Chin
Steven A. Coulter
Ian A. Streets
Marian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, May 7, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 2, 2002.
   Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
   (This item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of reports on: a report on federal Legislative Day activities, a Poet Laureate Inauguration report, an exhibits update, information about proposed public information request procedures, and announcements of public meetings on the proposed Mission Bay Branch on May 9th, and Glen Park Branch on June 11th.

3. BRANCH LIBRARY NAMING POLICY — ACTION
   Presentation and discussion of and possible action to adopt a revision of the Library's Branch Library Naming Policy.
   Explanatory document: draft Branch Library Naming Policy revision

4. LIBRARY 2002/2003 BUDGET UPDATE — DISCUSSION
   Presentation of and discussion of a update report on the 2002/03 Library Budget.

5. BALIS – SAB REPORT — DISCUSSION
   Presentation of and discussion of a report on BALIS (Bay Area Library and Information Systems) SAB (System Advisory Board) activities

6. FRIENDS AND FOUNDATION REPORT — DISCUSSION
   (This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

7. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

4/30/02 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

16 ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

COMPLE IS ACCESSIBLE PARKING AVAILABLE AT 355 MCALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF ADMIN CODE SECS. 16.520 - 16.534] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE HTTP://WWW.CI.SF.CA.US/ETHICS/.

MICHAEL HOUSH, COMMISSION SECRETARY
7/9/02

Branch Naming Policy **Policy #601**
Section: Facilities
Adopted: June '96

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.

2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.

3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review criteria.

4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and determine a recommendation for the name change to the full membership of the Library Commission.

5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.

2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.

3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.

4. In all cases the geographic name shall precede any honorific name.

5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

M. Culver 04/17/97

REVISED SUGGESTED VERSION (WITHOUT RED-LINED TEXT) May 7, 2002

San Francisco Public Library Commission Policy Manual

Branch Names Policy Policy #601 Section: Facilities Adopted: 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for any person, living or deceased. However, there may be reasons so compelling that adding the name of a person to the geographical name of a specific library may be an appropriate honor. In such rare instances, it shall be the policy of the San Francisco Public Library not to name any library for any living person or for any person deceased less than five years.

To be so honored:

- a person must be associated with a myriad of services and have dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the branch library or the San Francisco Public Library system. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the branch library or the San Francisco Public Library system over a great span of time;

- there must be a strong consensus among library users and residents of the surrounding neighborhood to name the branch library for the proposed individual;

- the proposed name should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a branch library facility is reserved for the rare individual whose dedication and service to the branch library or the San Francisco Public Library system is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A BRANCH LIBRARY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a branch library facility by submitting a request in writing to the Library Commission or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. .The proposal must include thorough and rigorous research demonstrating that the proposal meets the stringent criteria set forth in this Policy .

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request.

3. The President of the Library Commission shall agendize any proposal that appears to meet the criteria set forth in this Policy for general discussion and receive public comment at one or more regular or special meetings of the Library Commission. The President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after obtaining such direct neighborhood testimony, after giving proponents of the name addition and the public an opportunity to be heard, and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a specific branch library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases the geographic name of the facility shall precede the honorific name.

5. The party who proposed the name to be added to the geographic name of a branch library shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

REVISED SUGGESTED VERSION (WITH RED-LINED TEXT) May 7, 2002
San Francisco Public Library Commission Policy Manual

Branch ~~Naming~~ Names Policy Policy #601 Section: Facilities Adopted: 2002

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- there must be a strong consensus among library users and residents of the surrounding neighborhood to name the branch library for the proposed individual;

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- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

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1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a branch library facility to the Library Commission in writing or during public open time at any regularly scheduled meeting of the Library Commission. The proposal must include thorough and rigorous research demonstrating that the proposal meets the stringent criteria set forth in this Policy .

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request.

3. The President of the Library Commission shall agendize any proposal that appears to meet the criteria set forth in this Policy for general discussion and receive public comment at one or more regular or special meetings of the Library Commission. ~~At the request of any member of the Library Commission, or on his or her own initiative, t~~ The President ~~may~~ shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after obtaining such direct neighborhood testimony, after giving proponents of a sufficiently documented name addition and the public an opportunity to be heard, and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a specific branch library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases the geographic name of the facility shall precede the honorific name.

5. ~~The Library Commission shall require that the costs associated with adding the honorific name to the geographic name, including staff time and material expenses, shall be borne, in part or in whole, by the party desiring the change~~. The party who proposed the name to be added to the geographic name of a branch library shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

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DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
JUN 3 2002
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, May 7, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, May 7, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:02PM.

The following members were noted present: Commissioners Bautista, Higueras, Steiman, and Swig. Commissioner Chin was excused attendance.

Commissioner Coulter's arrival was expected to be delayed. Commissioner Streets joined the meeting at 4:04PM.

AGENDA ITEM #1 APPROVAL OF THE APRIL 2, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE APRIL 2, 2002 MINUTES

Mr. Ed Regan found his comments accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MARCH 5, 2002 MINUTES

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the Minutes of April 2, 2002.

ACTION: AYE 5-0 (Bautista, Higueras, Steiman, Streets, and Swig)

Commissioner Coulter joined the meeting at 4:11PM.

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth gave the Commissioners a brief report concerning her participation the federal Legislative Lobbying Day activities in Washington, DC noting that she had called on Senator Feinstein and Representative Pelosi in support of renewal of the funding for the LSTA (Library Services Technology Act). The City Librarian reported on recent events at the Library including the inauguration of San Francisco's third Poet Laureate, the Guild of Book Workers "Best of the Best" Exhibit in the Library's Jewett Gallery, and an exhibit of the design charrette panels that would be traveling to the Bayview, Richmond, and Marina Branches during May, June, and July. The City Librarian next briefly outlined the newly formulated procedures and form (copy attached) for library staff responding to public records requests. Ms. Hildreth then reported on upcoming public meetings for the new Mission Bay Branch at PacBell Park on May 9 and for Glen Park on June 11th.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that the new public records request procedures were a series of hoops that the public must surmount to gain information and that they were inconsistent with the Public Records Act and the Sunshine Ordinance's requirement to bend over backwards to make public records requests as easy as possible.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman noted that the public records procedures seemed to mirror those used by the Board of Supervisors. Deputy City Attorney Catharine Barnes reported that the purpose of these guidelines was to make it easy for everyone to understand the process to obtain documents and provide equal access to obtaining records. In response to a question by President Higueras, the City Librarian proposed to post the procedures and a copy of the request form on the Library website. Commissioner Streets suggested that copies of the public records request procedures and form be made available to users on the Main Library's first floor.

AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Deputy City Attorney Catharine Barnes gave a brief presentation outlining the latest changes (copy attached) that she had made in revising the Naming Policy. Ms. Hildreth noted that the existing Naming Policy had been adopted prior to revision of the City Charter and that the new City Charter gave authority to the Board of Supervisors to name city buildings

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

An anonymous member of the public commented that while the Library Commission lacked final authority over naming that they had the responsibility to take the lead on this issue noting that this was the Commission's third discussion of this matter. This person found the suggestion that those requesting a name change be asked to pay of it inappropriate and commented that they opposed naming libraries for individuals under any circumstance. Mr. Ed Regan spoke in favor of naming facilities for living people after gaining their permission citing the recent name change of Kezar Stadium and that the branch name should also include the nearby street intersection to help people locate the branch. Rev. Roland Gordon, Pastor of the Ingleside Presbyterian Church read a brief poem that spoke to his opposition to any requirement that honorees be deceased, suggesting that many outstanding living people were worthy of recognition. Rev. Gordon cited his own renewed commitment after his church's fellowship hall had been named in his honor and that many people in the community felt Mayor Brown's leadership in making the new Ocean View Library possible merited recognition by naming it in his honor.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Commissioner Coulter noted that he disliked the term "Branch Naming Policy" noting that there were many library facilities where honorific recognition might be considered, Commissioner Coulter suggested a one-year rather than a five-year period after someone had

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

died to consider honoring them. Commissioner Coulter additionally noted potential problems and risks inherent in naming public facilities for a living person. The City Librarian reported that the likely costs of a name change would not be significant.

Following a discussion among the Commissioners it was proposed that the policy be called the Library Facilities Naming Policy. It was also the consensus of the Commission that individuals so honored be deceased at least one year to allow time for appropriate reflection on their contributions, and that service to the Library be the principle determinate of eligibility. At the suggestion of President Higueras a requirement for a meeting at the branch to be named to gather neighborhood comment and identify a community consensus favoring the naming prior to the Commission considering any action was added. It was noted that should some very generous individual offer to pay the cost of building a branch that consideration could be given to naming it in their honor. In addition, it was the sense of the Commission that, unless waived by the Commission, all costs associated with the renaming should be borne by those proposing the change. Several refinements to the proposed procedures were discussed. Deputy City Attorney Barnes proposed to incorporate these changes and bring back a further revised policy for the Commission's consideration.

AGENDA ITEM #4 LIBRARY 2002/03 BUDGET UPDATE

Mr. George Nichols, Library Finance Director provided the Commissioners with a detailed status report on recent developments regarding the overall city budget and revenue picture as well as an update concerning the impact on the Library of the projected General Fund short fall. The Library Finance Director described the new ways in which the Board of Supervisors had organized itself to address the budget and reported on the April 11th and April 23rd meetings where the Library had made presentations on its budget. Mr. Nichols then outlined each of the next steps in the budget approval process. Mr. Nichols also highlighted the significance of the Controller's May 1st 9 month report of increases in property tax based Prop. E (Library Preservation Fund) revenues accruing to the Library in this fiscal year and briefly discussed revenue projections for next year. Mr. Nichols reported that there would be no reductions in the Library's Budget. The Library's Finance Director reported that in view of the Library's revenue situation the Mayor's Budget Office had agreed to consider increases in the proposed budget prior to its June 1st release. Mr. Nichols identified these as increased funds for public copying and printing to offset increased costs resulting from the termination and replacement of the Pinnacle Contract. Mr. Nichols also reported that the Mayor's Budget Office was considering adding funds for the purchase of a new delivery truck as well. Mr. Nichols further noted that an additional $250,000 was proposed to be added to the book budget. The Library Finance Director observed that while the City faced serious budget difficulties, the Library was in good shape, with losses in General Fund revenues more than offset by increases in property tax based revenues.

Public comment on AGENDA ITEM #4 2002/03 BUDGET UPDATE

An anonymous member of the public commented on the library budget related committee meetings held by the Board of Supervisors and noted good questions and comments by Supervisors Maxwell and Peskin as well as interesting answers to their questions. This

The number of members of the public who spoke anonymously at this meeting. 1

person noted that Supervisor Peskin had questioned a lack of previous year's performance figures for the Library.

Commission comment on AGENDA ITEM #4 2002/02 BUDGET UPDATE

In response to questions by Commissioner Streets, Mr. Nichols described how the new Xerox Contract was negotiated after it became clear that Pinnacle was not going to be able to provide public copying and printing services called for in their contract. Deputy City Librarian Paul Underwood described the termination process for the Pinnacle contract following a May 1st notice of default. The Deputy City Librarian then reported that the new Xerox Contract would make available a new type of digital copier that required less maintenance and provided better service that had not been available when the Pinnacle contract was negotiated. The City Librarian outlined the history of the Library's efforts during the past five years to maintain public copying and printing services. In response to Commissioner's questions, Ms. Hildreth reported that there would be a phased in transition to new debit cards.

President Higueras expressed satisfaction that the Library had been able to avoid having to make budget cuts and in response to his questions Mr. Nichols described the sources of the increased property tax revenues and the methods used by the Controller's Office in preparing their estimates. In answer to additional questions by President Higueras, Ms. Hildreth and Mr. Nichols reported on details of the Supervisors' discussions of the Library Budget. Ms. Hildreth noted that Supervisor Peskin had raised questions concerning performance figures with many city departments not just the Library and that the Supervisor's concerns seemed to have been addressed. The City Librarian and the Finance Director noted that neither the Board's Office of the Legislative Analyst nor the Board's Budget Analyst had so far raised any questions concerning the proposed budget. Mr. Nichols suggested that it appeared unlikely that there would be any reductions in the Library Budget by the Supervisors due to revenue concerns but that they could make changes as a result of policy decisions. In response to a question by Commissioners Streets and Bautista, Mr. Nichols noted that the as the Library Commission had submitted its budget that the next steps were in the hands of the Mayor's Budget Office and that discussions were ongoing concerning the proposed augmentations. The Library's Finance Director reported that all unspent revenues would go into the library's reserve. Ms. Hildreth proposed to report back to the Commission in regarding the status of any proposed changes.

AGENDA ITEM #5 BALIS SAB REPORT

Ms. Deborah Doyle, the BALIS (Bay Area Library Information System Advisory Board) Representative, made a report to the Commission concerning its activities during her term in office (copy attached) since she was appointed in June 2000. Ms. Doyle provided a background and overview of what the Bay Area's cooperative public library system does to provide services to member public libraries under the authority of the California Library Services Board. The BALIS Representative provided an update on recent issues addressed by the citizens advisory board including: development of a system plan for services focused on helping under served communities, addressing technology issues, and how to pool resources; efforts to share information on Prop. 14 (State library Bond); and developing ways libraries can work together to share and use resources.

Public comment on AGENDA ITEM #5 BALIS SAB REPORT

An anonymous member of the public commented that they were gratified to hear the report, noting that they had long been interested in and had attended many Advisory Board meetings. The anonymous member of the public observed that in the past the designated representatives had often not attended and that the work of the Advisory Board tended to get buried. The anonymous member of the public recalled only one previous report and that while this board was tranquil it was not insignificant providing different jurisdictions opportunity to share information. This person also commented that its meetings were open to the public.

Commission comment on AGENDA ITEM #5 BALIS SAB REPORT

Commissioner Coulter and President Higueras commended Ms. Doyle for her hard work and dedicated service as San Francisco's representative on BALIS. Commissioner Bautista was glad to learn more about BALIS. **President Higueras suggested that Ms. Doyle make two annual reports to the Commission concerning BALIS activities.**

AGENDA ITEM #6 FRIENDS AND FOUNDATION REPORT

Martín Gómez Executive Director of the Friends & Foundation provided the Commissioners with updates on the recent Library Laureates Dinner, reporting $230,000 raised, and the annual Library support grants, this year amounting to $485,263. Mr. Gómez also noted that the Friends and Foundation were underwriters of the Poet Laureate programs and annual Effie Lee Morris Lecture. Mr. Gómez informed the Commissioners that the San Francisco 49ers had made a commitment to support the Library's Summer Reading Program and that local movie theatres had agreed to run public service announcements. Mr. Gómez informed the Commissioners that the Friends and Foundation had hired Ms. Kathy Bella as its new Chief Development Officer.

AGENDA ITEM #7 LABOR UNION REPORT

None offered.

AGENDA ITEM #8 NEW BUSINESS

Commissioner Bautista requested a progress report on the Excelsior Branch Prop. 14 application. President Higueras requested a report on Library safety and security issues.

Public comment on AGENDA ITEM # 8 NEW BUSINESS

An anonymous member of the public commented on their understanding of an unspoken agreement on public comment rights. This individual then commented on the availability of the full Prop. 14 Application document, concerning a lack of prior public comment on the application, and the precedent set by how the Commission addressed it.

Agenda item #9 PUBLIC COMMENT

Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until

Midnight 7 days per week. An anonymous member of the public expanded upon previous comments concerning the Commission's adjournment of its last meeting in honor of the late Ms. Annette MacNair. This person commented that Ms. MacNair had been a grassroots librarian that had worked for many years for the Library this individual felt had been subjected to abuse by the Library Commission and the Library. This anonymous member of the public commented that they believed Ms. MacNair had been a martyr.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

The meeting was adjourned at 6:37PM.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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The number of members of the public who spoke anonymously at this meeting. 1

Michael Housh, Commission Secretary 5/21/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

DOCUMENTS DEPT.
JUN 5 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

llie L. Brown, Jr.
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arles A. Higueras, A.I.A.
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, May 7, 2002 (As approved June 4, 2002)

The San Francisco Public Library Commission held its regular meeting on Tuesday, May 7, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:02PM.

The following members were noted present: Commissioners Bautista, Higueras, Steiman, and Swig. Commissioner Chin was excused attendance.

Commissioner Coulter's arrival was expected to be delayed. Commissioner Streets joined the meeting at 4:04PM.

AGENDA ITEM #1 APPROVAL OF THE APRIL 2, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE APRIL 2, 2002 MINUTES

Mr. Ed Regan found his comments accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE APRIL 2, 2002 MINUTES

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the Minutes of April 2, 2002.

ACTION: AYE 5-0 (Bautista, Higueras, Steiman, Streets, and Swig)

Commissioner Coulter joined the meeting at 4:11PM.

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth gave the Commissioners a brief report concerning her participation in the federal Legislative Lobbying Day activities in Washington, DC noting that she had called on Senator Feinstein and Representative Pelosi in support of renewal of the funding for the LSTA (Library Services Technology Act). The City Librarian reported on recent events at the Library including the inauguration of San Francisco's third Poet Laureate, the Guild of Book Workers "Best of the Best" Exhibit in the Library's Jewett Gallery, and an exhibit of the design charrette panels that would be traveling to the Bayview, Richmond, and Marina Branches during May, June, and July. The City Librarian next briefly outlined the newly formulated procedures and form (copy attached) for library staff responding to public records requests. Ms. Hildreth then reported on upcoming public meetings for the new Mission Bay Branch at PacBell Park on May 9 and for Glen Park on June 11th.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that the new public records request procedures were a series of hoops that the public must surmount to gain information and that they were inconsistent with the Public Records Act and the Sunshine Ordinance's requirement to bend over backwards to make public records requests as easy as possible.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman noted that the public records procedures seemed to mirror those used by the Board of Supervisors. Deputy City Attorney Catharine Barnes reported that the purpose of these guidelines was to make it easy for everyone to understand the process to obtain documents and provide equal access to obtaining records. In response to a question by President Higueras, the City Librarian proposed to post the procedures and a copy of the request form on the Library website. Commissioner Streets suggested that copies of the public records request procedures and form be made available to users on the Main Library's first floor.

AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Deputy City Attorney Catharine Barnes gave a brief presentation outlining the latest changes (copy attached) that she had made in revising the Naming Policy. Ms. Hildreth noted that the existing Naming Policy had been adopted prior to revision of the City Charter and that the new City Charter gave authority to the Board of Supervisors to name city buildings

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

An anonymous member of the public commented that while the Library Commission lacked final authority over naming that they had the responsibility to take the lead on this issue noting that this was the Commission's third discussion of this matter. This person found the suggestion that those requesting a name change be asked to pay for it inappropriate and commented that they opposed naming libraries for individuals under any circumstance. Mr. Ed Regan spoke in favor of naming facilities for living people after gaining their permission citing the recent name change of Kezar Stadium and that the branch name should also include the nearby street intersection to help people locate the branch. Rev. Roland Gordon, Pastor of the Ingleside Presbyterian Church, read a brief poem that spoke to his opposition to any requirement that honorees be deceased, suggesting that many outstanding living people were worthy of recognition. Rev. Gordon cited his own renewed commitment after his church's fellowship hall had been named in his honor and that many people in the community felt Mayor Brown's leadership in making the new Ocean View Library possible merited recognition by naming it in his honor.

Commission comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Commissioner Coulter noted that he disliked the term "Branch Naming Policy" noting that there were many library facilities where honorific recognition might be considered, Commissioner Coulter suggested a one-year rather than a five-year period after someone had

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died to consider honoring them. Commissioner Coulter additionally noted potential problems and risks inherent in naming public facilities for a living person. The City Librarian reported that the likely costs of a name change would not be significant.

Following a discussion among the Commissioners it was proposed that the policy be called the Library Facilities Naming Policy. It was also the consensus of the Commission that individuals so honored be deceased at least one year to allow time for appropriate reflection on their contributions, and that service to the Library be the principle determinate of eligibility. At the suggestion of President Higueras a requirement for a meeting at the branch to be named to gather neighborhood comment and identify a community consensus favoring the naming prior to the Commission considering any action was added. It was noted that should some very generous individual offer to pay the cost of building a branch that consideration could be given to naming it in their honor. In addition, it was the sense of the Commission that, unless waived by the Commission, all costs associated with the renaming should be borne by those proposing the change. Several refinements to the proposed procedures were discussed. Deputy City Attorney Barnes proposed to incorporate these changes and bring back a further revised policy for the Commission's consideration.

AGENDA ITEM #4 LIBRARY 2002/03 BUDGET UPDATE

Mr. George Nichols, Library Finance Director provided the Commissioners with a detailed status report on recent developments regarding the overall city budget and revenue picture as well as an update concerning the impact on the Library of the projected General Fund short fall. The Library Finance Director described the new ways in which the Board of Supervisors had organized itself to address the budget and reported on the April 11th and April 23rd meetings where the Library had made presentations on its budget. Mr. Nichols then outlined each of the next steps in the budget approval process. Mr. Nichols also highlighted the significance of the Controller's May 1st 9 month report of increases in property tax based Prop. E (Library Preservation Fund) revenues accruing to the Library in this fiscal year and briefly discussed revenue projections for next year. Mr. Nichols reported that there would be no reductions in the Library's Budget. The Library's Finance Director reported that in view of the Library's revenue situation the Mayor's Budget Office had agreed to consider increases in the proposed budget prior to its June 1st release. Mr. Nichols identified these as anticipated increased funds for public copying and printing to offset increased costs resulting from the termination and replacement of the Pinnacle Contract. Mr. Nichols also reported that the Mayor's Budget Office was considering adding funds for the purchase of a new delivery truck as well. Mr. Nichols further noted that an additional $250,000 was proposed to be added to the book budget. The Library Finance Director observed that while the City faced serious budget difficulties, the Library was in good shape, with losses in General Fund revenues more than offset by increases in property tax based revenues.

Public comment on AGENDA ITEM #4 2002/03 BUDGET UPDATE

An anonymous member of the public commented on the library budget related committee meetings held by the Board of Supervisors and noted good questions and comments by Supervisors Maxwell and Peskin as well as interesting answers to their questions. This

The number of members of the public who spoke anonymously at this meeting. 1

person noted that Supervisor Peskin had questioned a lack of previous year's performance figures for the Library.

Commission comment on AGENDA ITEM #4 2002/02 BUDGET UPDATE

In response to questions by Commissioner Streets, Mr. Nichols described how the new Xerox Contract was being negotiated after it became clear that Pinnacle was not going to be able to provide public copying and printing services called for in their contract. Deputy City Librarian Paul Underwood described the termination process for the Pinnacle contract following a May 1st notice of default. The Deputy City Librarian then reported that the new Xerox Contract would make available a new type of digital copier that required less maintenance and provided better service that had not been available when the Pinnacle contract was negotiated. The City Librarian outlined the history of the Library's efforts during the past five years to maintain public copying and printing services. In response to Commissioner's questions, Ms. Hildreth reported that there would be a phased in transition to new debit cards.

President Higueras expressed satisfaction that the Library had been able to avoid having to make budget cuts and in response to his questions Mr. Nichols described the sources of the increased property tax revenues and the methods used by the Controller's Office in preparing their estimates. In answer to additional questions by President Higueras, Ms. Hildreth and Mr. Nichols reported on details of the Supervisors' discussions of the Library Budget. Ms. Hildreth noted that Supervisor Peskin had raised questions concerning performance figures with many city departments not just the Library and that the Supervisor's concerns seemed to have been addressed. The City Librarian and the Finance Director noted that neither the Board's Office of the Legislative Analyst nor the Board's Budget Analyst had so far raised any questions concerning the proposed budget. Mr. Nichols suggested that it appeared unlikely that there would be any reductions in the Library Budget by the Supervisors due to revenue concerns but that they could make changes as a result of policy decisions. In response to a question by Commissioners Streets and Bautista, Mr. Nichols noted that the as the Library Commission had submitted its budget that the next steps were in the hands of the Mayor's Budget Office and that discussions were ongoing concerning the proposed augmentations. Ms. Hildreth proposed to report back to the Commission in regarding the status of any proposed changes.

AGENDA ITEM #5 BALIS SAB REPORT

Ms. Deborah Doyle, the BALIS (Bay Area Library Information System) Advisory Board Representative, made a report to the Commission concerning its activities during her term in office (copy attached) since she was appointed in June 2000. Ms. Doyle provided a background and overview of what the Bay Area's cooperative public library system does to provide services to member public libraries under the authority of the California Library Services Board. The BALIS Representative provided an update on recent issues addressed by the citizens advisory board including: development of a system plan for services focused on helping under served communities, addressing technology issues, and how to pool resources; efforts to share information on Prop. 14 (State library Bond); and developing ways libraries can work together to share and use resources.

Public comment on AGENDA ITEM #5 BALIS SAB REPORT

An anonymous member of the public commented that they were gratified to hear the report, noting that they had long been interested in and had attended many Advisory Board meetings. The anonymous member of the public observed that in the past the designated representatives had often not attended and that the work of the Advisory Board tended to get buried. The anonymous member of the public recalled only one previous report and that while this board was tranquil it was not insignificant providing different jurisdictions opportunity to share information. This person also commented that its meetings were open to the public.

Commission comment on AGENDA ITEM #5 BALIS SAB REPORT

Commissioner Coulter and President Higueras commended Ms. Doyle for her hard work and dedicated service as San Francisco's representative on BALIS. Commissioner Bautista was glad to learn more about BALIS. **President Higueras suggested that Ms. Doyle make two annual reports to the Commission concerning BALIS activities.**

AGENDA ITEM #6 FRIENDS AND FOUNDATION REPORT

Martín Gómez Executive Director of the Friends & Foundation provided the Commissioners with updates on the recent Library Laureates Dinner, reporting $230,000 raised, and the annual Library support grants, this year amounting to $485,263. Mr. Gómez also noted that the Friends and Foundation were underwriters of the Poet Laureate programs and annual Effie Lee Morris Lecture. Mr. Gómez informed the Commissioners that the San Francisco 49ers had made a commitment to support the Library's Summer Reading Program and that local movie theatres had agreed to run public service announcements about Summer Reading. Mr. Gómez informed the Commissioners that the Friends and Foundation had hired Ms. Kathy Bella as its new Chief Development Officer.

AGENDA ITEM #7 LABOR UNION REPORT

None offered.

AGENDA ITEM #8 NEW BUSINESS

Commissioner Bautista requested a progress report on the Excelsior Branch Prop. 14 application. President Higueras requested a report on Library safety and security issues.

Public comment on AGENDA ITEM # 8 NEW BUSINESS

An anonymous member of the public commented on their understanding of an unspoken agreement on public comment rights. This individual then commented on the availability of the full Prop. 14 Application document, concerning a lack of prior public comment on the application, and the precedent set by how the Commission addressed it.

Agenda item #9 PUBLIC COMMENT

Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until

Midnight 7 days per week. An anonymous member of the public expanded upon previous comments concerning the Commission's adjournment of its last meeting in honor of the late Ms. Annette McNear. This person commented that Ms. McNear had been a grassroots librarian who had worked for many years for the Library. This individual felt Ms. McNear had been subjected to abuse by the Library Commission and the Library. This anonymous member of the public commented that they believed Ms. McNear had been a martyr.

AGENDA ITEM #10 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 5-0 (Bautista, Chin, Higueras, Steiman, and Streets)

The meeting was adjourned at 6:37PM.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Michael Housh, Commission Secretary 6/5/02

Appendix A

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Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 7, 2002

Item 2:
City Librarian's Report

"We have a report on procedures for public records requests that is a two-page document. It was reported this document was prepared in extensive consultation with the City Attorney's office but this was not known about in time to list an explanatory document on the agenda so that one might have had a chance to review this in advance.

I don't make too many document requests because I have to be prepared to go court if the request is refused and my capacity to go to court is relatively limited.

This document is a series of hoops that a member of the public must surmount which is not consistent with the openness and the preference for disclosure that is the essence of public document laws. Ease of access is the mandate of the various statues.

In my recent attempt to see a public document I found the arrangements very constricting."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 7, 2002

Item 3:
Branch Library Naming Policy

"There are very few things on which you can't be overruled, but that does not mean you don't have primary responsibility for providing leadership for this institution.

Mr. Higueras commented that we would not charge people who suggested naming a branch. He and I were surprised by the negative reaction.

A policy should be universal, that means it applies equally to everyone. The limit case would be if all of the municipalities that named something for Martin Luther King, Jr. had sent Mrs. King the bill. We would be aghast at that precisely because the honorific nature of the naming requires that it be freely given and not a function of money changing hands.

Since I am against naming branches for people perhaps it will never come up, but it sends the wrong message to suggest that somehow we will be looking for donations from people and that will be a factor."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 7, 2002

Item 4:
Library 2002/2003 Budget Update

"The meeting of the Neighborhood Services Committee was interesting. The nominal agenda item was to consider a report from the Controller. That report was some completely buried by your administration that it was actually difficult to obtain from the clerk of the board. I regret that the committee heard a report from your administration instead. The meeting began at 2:00 and the public comment did not come up until 6:00.

The meeting of the Budget Committee featured some astute questions from Supervisor Maxwell and Supervisor Peskin who wanted to have some information about the priorities of this library and got some very interesting answers.

Supervisor Peskin found some lack of documentation from the library regarding previous years which would enable him to spot trends and see what was happening. Your administration promised that would be corrected and further reporting would include previous years."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 7, 2002

Item 5:
BALIS - SAB Report

"Parenthetically, it is the Neighborhood Services and Recreation Committee and it is one of the ironies of what we call Jarvis-Gann that property values can go down and property taxes can go up if there are sufficient numbers of transfers.

I am gratified to hear this report. The enabling legislation was in 1975 and I been interested ever since. In the mid-80's someone said to me, 'You're Walter Jebe.' He thought that because the representative Commissioner Jebe had never been to a meeting.

The administration has attempted to bury this system advisory board and this may be only the second report.

It is a quiet board, but not insignificant for being so. It is a vehicle for various jurisdictions to share information and opportunities.

If you want to attend the dinner meeting what was mentioned, it is open to the public and you will be welcomed as I was."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 7, 2002

Item 8:
New Business

"As you have been informed, that has been an unstated quid pro quo between allowing public comment at special meetings even though it is not required and limiting public comment here in a manner that is not legal. The way this was introduced emphasizes your awareness of the shift.

It is very important that the issues that were left hanging in the Prop. 14 application be carefully reported to you. The full application arrived on my doorstep today. You did not consider or hear public comment on the full detailed report. It has precedent setting power, but because of haste many issues were not considered."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 7, 2002

Item 9:
Public Comment

"At the special meeting we adjourned in honor of Annette McNear. My use of euphemisms was a disservice to Ms. McNear.

Ms. McNear was a grass-roots librarian who tried to bring the issue of the first great book dumping to this library commission that was later addressed by Nicholson Baker's New Yorker article. She was serious abused because of that attempt at communication. The Commission president embarrassed her so bad she had to leave, at which the president said, 'That's a shame, I enjoy a good fight.'

When the Librarian's Guild officially protested the treatment of one of its members, the Commission president said, 'That's tough.' She was subjected to a punitive transfer, and filed a grievance that she eventually won.

In those situations, what is being defended is not a vision, or aristocracy, but rather your ignorance. A great premium is placed on controlling you by limiting what you hear."

Procedures for Public Records Requests

The San Francisco Public Library has issued these procedures to improve its ability to provide public records under the San Francisco Sunshine Ordinance, SF Administrative Code Chapter 67, and the California Public Records Act, Government Code Section 6250 et seq. These procedures ensure that all persons seeking Library records will receive prompt, accurate and courteous service without disrupting Library staff's other operational duties.

Procedures for Public Records Requests:

- All public records requests shall be directed to the Library's *Sunshine Ordinance Officer* (Main Library, Room 681), who will coordinate the Library's response. Members of the public should not enter nonpublic staff areas or direct a public records request to staff other than the *Sunshine Ordinance Officer* (or in the case of his or her absence, City Librarian Staff).

- Oral requests may be left at the following voice mail number, 557- 4789.

- Written requests may be made on the Library's ***Information Request Form*** (see back) or by self-drafted inquiry. Requests must include a telephone number or other method for the *Sunshine Ordinance Officer* to contact the requesting party to clarify a request and/or advise the requesting party when records are ready. (The ***Information Request Form*** is also available online at sfpl.org.)

- Records may ordinarily be reviewed and copies picked up in the Main Library, Room 681, Monday through Friday, from opening of the Main Library (opening times vary) until 4 pm, or by appointment. Requests received after 4 pm will be processed on the following business day.

- Records will be made available for reviewing in a library-designated area. Responsive records will be held for review for 5 business days after the requesting party has been notified (unless other arrangements are made in advance) and will then be returned to the appropriate files or to storage.

- The requesting party will be notified as soon as copies are available. Payment is required before releasing copies of requested records.

- Costs: *Reviewing Documents:* There is no charge to review records; *Copying:* 10 cents per page, 20 cents per page for 2-sided copies, or 1 cent per page for records routinely produced in multiple copies for public distribution. Copies of unusual format records may be obtained at the cost of reproduction; *Recordings:* $3.00 per videotape or $1.50 per audiotape; *Postage:* Requesting party shall prepay all postage or delivery costs.

San Francisco Public Library

Public Records Request Form

Name: _____ **Date:** _____

Address: _____

City: _____ **Zip:** _____

Telephone: _____ **Number to be called when documents are available or to clarify reques**

A request must be one that "*reasonably describes an identifiable record or records*" (Government Code § 6253).

SUBJECT or ITEM REQUESTED: (Please be as specific as possible)

_____

_____

_____

_____

_____

_____

☐ I want to see the record(s). Please call me at the above phone number when the records are ready for viewing.

☐ I want copies of the pages in the record(s) that I have marked ('post-its' for single pages or paper clips for multiple consecutive pages).

☐ I want the entire record(s) copied.

☐ I want the information mailed to the address above.

The cost for copies is 10 cents per page (20 cents per page for 2-sided copies), except for mass produced records. Postage costs are additional.

Payment is required before releasing copies of requested records. Only exact change or checks accepted. Checks should be made payable to: San Francisco Public Library.

FOR OFFICE USE ONLY:

Staff Time: _____

Comments: _____

_____

_____

Date Completed: _____ By: _____

Ready for refiling _____

5/7/02

REVISED SUGGESTED VERSION (WITHOUT RED-LINED TEXT) May 7, 2002

San Francisco Public Library Commission Policy Manual

Branch Names Policy Policy #601 Section: Facilities Adopted: 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for any person, living or deceased. However, there may be reasons so compelling that adding the name of a person to the geographical name of a specific library may be an appropriate honor. In such rare instances, it shall be the policy of the San Francisco Public Library not to name any library for any living person or for any person deceased less than five years.

To be so honored:

- a person must be associated with a myriad of services and have dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the branch library or the San Francisco Public Library system. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the branch library or the San Francisco Public Library system over a great span of time;

- there must be a strong consensus among library users and residents of the surrounding neighborhood to name the branch library for the proposed individual;

- the proposed name should reflect the spirit of the San Francisco Public Library 's mission of free and equal access to information for all;

- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and

- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a branch library facility is reserved for the rare individual whose dedication and service to the branch library or the San Francisco Public Library system is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A BRANCH LIBRARY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a branch library facility by submitting a request in writing to the Library Commission or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. .The proposal must include thorough and rigorous research demonstrating that the proposal meets the stringent criteria set forth in this Policy .

2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request.

3. The President of the Library Commission shall agendize any proposal that appears to meet the criteria set forth in this Policy for general discussion and receive public comment at one or more regular or special meetings of the Library Commission. The President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.

4. At any time after obtaining such direct neighborhood testimony, after giving proponents of the name addition and the public an opportunity to be heard, and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a specific branch library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases the geographic name of the facility shall precede the honorific name.

5. The party who proposed the name to be added to the geographic name of a branch library shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

Bay Area Library and Information System (BALIS)
System Advisory Board (SAB) Report
Tuesday May 7, 2002

To: San Francisco Public Library Commission

From: Deborah Doyle, BALIS SAB Representative

Re: Bay Area Library & Information Stystem (BALIS)
System Advisory Board (SAB) Report
September 2000 – May 2002

I BACKGROUND

A. What is BALIS?
Fact Sheet (attachment 1)
Programs and Services
Authority and Funding
Structure/Organization Chart (attachment 2)

B. What is the SAB?
Each CLSA Cooperative Library System has an Advisory Board. Its board members are appointed by each member jurisdiction within the System and represent public users within the System service area. A System Advisory Board does not administer the programs of the Act; rather its role is to advise. The intent of this program is to encourage citizen participation in the development of CLSA programs; it offers an opportunity for lay SAB members to give advice and assistance to the System Administrative Council.

II. PURPOSE & DUTIES

A. Purpose: The System Advisory Board is to provide a means for effective communication between the Administrative Council and its system service area, and to help ensure that library services provided by each System respond appropriately to the needs of its residents.

B. Duties: The duties of the System Advisory Board include but are not limited to:
1. Assisting the Administrative Council in developing the system plan of service.
2. Advising the Administrative Council on the needs for services and programs.
3. Assisting in the evaluation of services provided by the system.
4. Establishing and maintaining communication with the BALIS Administrative Council.

C. System Plan of Service
1. BALIS 2001/2002 (attachment 3)
2. SAB 2001/2002 (attachment 4)

Bay Area Library and Information System (BALIS)
System Advisory Board (SAB) Report
Tuesday May 7, 2002

III. SAB MEMBERS

A. Appointment Process

1. The governing body of the member jurisdiction makesappointment (SF Board of Supervisors)
2. The appointing jurisdiction shall ensure that appointment represents the public at large and of the underserved residents in the system service area.
3. The term of an appointment is two years; member may serve no more than two consecutive terms.

B. Composition: Of the current membership, five are Commissioners and two serve on the board of a library support organization within the jurisdiction.

Alameda City: Lynda Olson
Alameda County: Eddie Jo Mack
Berkeley: (Appointment pending)
Contra Costa: Betty Weibert
Hayward: Evelyn Gertler
Livermore: Kristen Montan, Chair)
Oakland: Victoria Kelly
Pleasonton: Joan Leighty
San Francisco: Deborah Doyle

IV MEETINGS

A. Legal Requirement: Minimum of four times a year
B. General Practice: Bimonthy, one of which is a joint meeting with the BALIS Administrative Council.

Respectfully submitted,

Deborah Doyle
San Francisco System Representative
BALIS System Advisory Board

- Attachment I

BAY AREA LIBRARY & INFORMATION SYSTEM

Tower Road • San Mateo, California 94402-4000 • Administration (650) 349-5538 • Fax (650) 349-5089 • Reference (408) 294-2345 • Reference fax (408) 295-7388

Fact Sheet

What is BALIS?

BALIS is an organization of public libraries created to enhance local library and information services through cooperative resource sharing. It is one of fifteen such cooperatives in California which are helping their members share the resources to better serve library users. The BALIS service area covers three counties: Alameda, Contra Costa and San Francisco, with a combined population of approximately three million.

The member libraries of BALIS are:

- Alameda Free Library
- Alameda County Library
- Berkeley Public Library
- Contra Costa County Library
- Hayward Public Library
- Livermore Public Library
- Oakland Public Library
- Richmond Public Library
- San Francisco Public Library

What programs and services does BALIS provide?

The Reference Center provides reference services to libraries, as well as directories, location tools and reference sources for member libraries.

BALIS helps coordinate an interlibrary loan (ILL) network by which members can share books and materials, greatly expanding the resources available to local library users. BALIS also provides delivery for materials exchanged through the ILL network.

BALIS offers continuing education and staff development activities for library staffs.

BALIS is the vehicle for member libraries to identify and address issues of common concern. BALIS seeks funds and coordinates collaborative processes which maintain each member library's ability to design programs that best serve local needs. Examples of successful projects include long-range planning for member libraries, internet-search training for library personnel, youth-at-risk service planning for member libraries, purchasing services for ethnic materials collection development. BALIS libraries are currently involved in an Automated Catalog Linking project.

How is BALIS organized?

Established under authority of the California Library Services Act (CLSA), BALIS is a public entity. It is governed by an Administrative Council made up of the nine member library directors.

Lay representatives from each member jurisdiction serve on BALIS's System Advisory Board. The SAB assists the Administrative Council in developing the system annual plan of service; advises the Council on the need for services and programs; and assists in evaluating the system's services.

BALIS has four committees and four forums, composed of representatives from the member libraries. .The standing committees are Children's Services, Public Information, Reference, and Staff Development. The forums meet quarterly to discuss issues relating to Collection Development, Interlibrary Loan, Senior Services, and Teen Services.

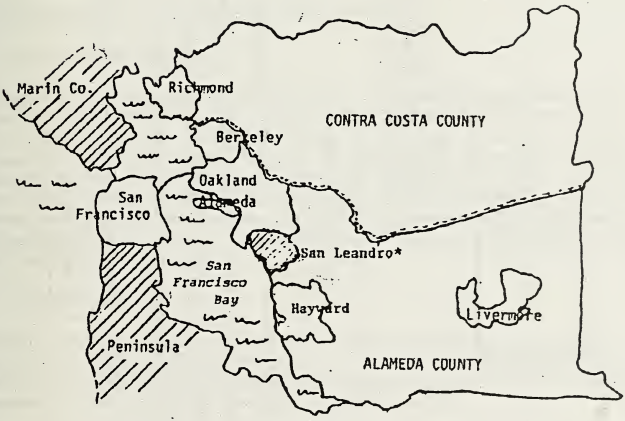
In July 1996, BALIS, Peninsula Library System (PLS) and Silicon Valley Library System (SVLS) entered into an agreement to share administrative and reference staff. The administrative office is located in San Mateo while the main Reference Center is in San Jose, with a branch in San Francisco.

How is BALIS funded?

State, federal and local sources provide funding for BALIS operations. In addition, federal agencies and the private sector often provide special program and planning grants.

BAY AREA LIBRARY & INFORMATION SYSTEM

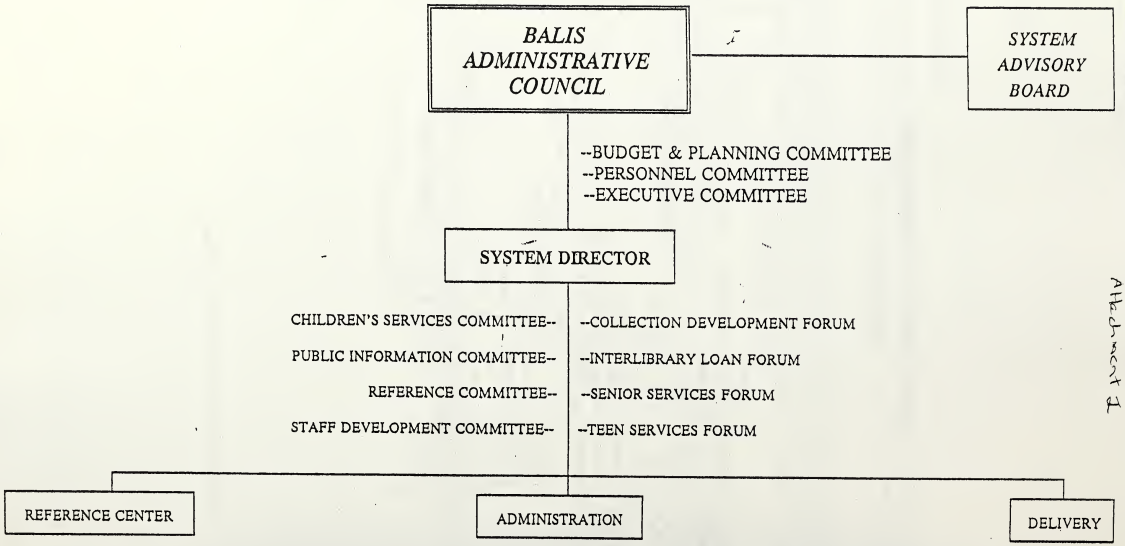
SERVICE AREA



*San Leandro is not a member of BALIS.

BALIS ORGANIZATIONAL CHART

As of July 1, 1997



Attachment I

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Attachment 3

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 2001/2002
Description of the System Service Area

1. System Name

Bay Area Library and Information System (BALIS)

2. Population Profile

See the following chart: System Population Profile 2001/2002

3. Users and Non-Users

Last year the Bay Area Library and Information System, the Peninsula Library System, and the Silicon Valley Library System were participants in an LSTA project, "The Millennium Library Survey." This survey included 1,000 Bay Area residents to determine who used libraries, why they used libraries, and perceptions of libraries. It also asked specifics on why people did not use libraries and why they used the Internet and popular bookstores rather than libraries. Armed with this information, the libraries in BALIS can begin locally to address some of the issues identified by survey participants. The needs assessment of non-English language continues to be used by individual libraries to make decisions about adding resources to language collections for residents in their communities.

4. Information Needs

The BALIS Administrative Council and staff rely on system committees and forums to help determine information needs of BALIS library users. These committees are comprised of staff in member libraries with interest and expertise in the committees on which they serve. The standing committees are: Reference, Children's Services, and Public Information.

The Reference Committee is actively engaged in evaluating and selecting databases for system purchase. BALIS as a consortium licenses the following: Health Resource Center, Business Resource Center, National News Index, Magazine Index, Academic ASAP, INFORME, plus a choice of three other resource centers. They will continue to purchase from Gale Group in 2001/02. They will also conduct trials of databases which they consider will add value to local library services.

The Reference Committee actively participated in the reorganization of the BALIS Reference Center and continues to advise and assist with the ongoing development of the operations of the combined Reference Center. BALIS reference librarians participate annually in the Effective Reference Performance training. The ERP is an accepted activity to keep current with the skill set that is needed to provide excellence in reference service. In 2001 ERP training will be offered to all Golden Gateway Library Network members with an emphasis on digital reference. This year

the System Reference Center initiated digital reference with BALIS, PLS, and SVLS libraries. Staff from BALIS libraries were among the first trained to use the software and are actively participating in the trial of the QandAcafe. Pleasanton, a BALIS member, will be one of the next two libraries to "go live." This project has now expanded from a three-system project to include members of the Golden Gateway Library Network.

The Children's Services Committee is working to strengthen the service program for children in the system area through workshops and developing reading lists of high quality for children. The workshops presented by this committee are always current and popular. This committee develops at least one workshop on a timely topic for children's librarians. They also share resources for summer reading programs as well as any other appropriate projects or programs. This year they had a workshop, "Jumping With Joy," using music and movement with preschoolers. The presenter was a children's dance and music teacher. The committee continues to focus on working with schools and community-based agencies.

BALIS has long had an ongoing interest in public relations and an active Public Relations Committee. They maintain contacts with local media and each year update the media directory. The committee coordinates PSAs during National Library Week with a Bay Area radio station reminding the public to use libraries throughout the year. They also do PSAs for the summer reading program, Children's Book Week, and other activities throughout the year. A BALIS LSTA grant initiated the KPIX (CBS television affiliation in the Bay Area) summer reading spots that continue to be produced each spring using KPIX on-air personalities. KPIX values this partnership with Bay Area libraries to encourage summer reading. The BALIS system-wide bookmark has increased awareness and become a consistently used resource for people using libraries in Alameda, Contra Costa, and San Francisco Counties.

Some of the BALIS committees have transitioned into forums. Specifically: Collection Development, Teen Services, and Interlibrary Loan. A forum meets to discuss topics of mutual interest but does not meet on a regular schedule or develop a plan of service. This allows for valuable exchange of information and interest without the pressure of committee responsibility. The Teen Services forum continues to sponsor successful workshops. This year their workshop topic was "Who Needs Better Reference–TEENS." These annual workshops are always well attended.

Two of BALIS' former LSTA projects have found new sources of revenue this year. JobStar, a Web site for job seekers, will be relocated from a server at PLS/PLAN to a server at Library Systems and Services (LSSI). LSSI will maintain the information and work with its creator, Mary-Ellen Mort, to build more regional job sites. Since BALIS owns the domain name and the trademark, the system will receive revenue for each new site built. BALIS also receives revenue from Wall Street Journal as long as it continues to co-brand with JobStar.

"Hold Them in Your Heart," a 2000 Neal-Schuman publication, is based on a BALIS "Youth at Risk" project. It updates and expands the information in the BALIS publication.

The BALIS Staff Development Committee merged with the PLS/SVLS Staff Development Committee to develop and coordinate workshops with various systems' committees. This committee now includes staff from North Bay and MOBAC libraries. The committee sponsors the support staff workshop. It is self-supporting and attracts participants from the entire region. In 2001 it will be held at Sun Microsystems, involving staff from many non-public libraries. The BALIS Council is very committed to staff training and has identified it as a "core" system service. The Council supports all system training programs and encourages staff to utilize training opportunities.

The System Advisory Board has become actively interested in library planning and advocacy. Last year the SAB hosted its annual dinner with the Administrative Council and invited Richard Hall, Facilities Consultant at the California State Library, to speak on the process for rule-making by the California Public Library Construction and Renovation Board and the exciting prospects offered by the passage of Proposition 14. This year the joint dinner speaker will be Jane Light, Director, San Jose Public Library, discussing the joint library project with San Jose State University.

The BALIS Administrative Council continues to plan for the system's future. In 1994/95 BALIS contracted with Peninsula Library System for administrative services. In 1995/96 the Office Manager position for BALIS, PLS, and SVLS was staffed by a BALIS employee. In 1996/97 the administrative office serving BALIS, Peninsula, and Silicon Valley Library Systems merged, and BALIS became a full partner in system administration. In December 1996 a salary survey of BALIS, PLS, and SVLS was completed. This study analyzed salaries and benefits and made recommendations to achieve equity among employees of the three systems. The Administrative Council accepted these recommendations, and, in order to facilitate their implementation, all BALIS employees became PLS employees in July 1997. This stabilized the administrative structure and provides a cost-effective cooperative model. Last year MOBAC began contracting with PLS, and this year PLS will also administer the activities of the Golden Gateway Library Network. These contracts reduce BALIS's administration and reference costs.

In a system with diverse communities and needs, it is important to be familiar not only with the resources available in public libraries, but also academic, school, and special libraries. For over fifteen years, BALIS has had a close relationship with BAYNET, an affiliate organization of multitype libraries in the broadly defined system region. A member of the BALIS Administrative Council regularly attends BAYNET meetings. All of the BALIS libraries are charter members of the Golden Gateway Library Network and understand the need for cooperative sharing of resources and services.

A Technology Planning Team for the network with representatives from BALIS, MOBAC, PLS, and SVLS was expanded to include the North Bay. They worked together on a resource-sharing initiative to clarify the best technology/ies to link the resources of the region. BALIS has a group of public libraries that will join Link Plus, an academic library consortium in Southern California using Innovative Interfaces INN Reach software. This will begin a network for sharing of resources between BALIS libraries and the libraries outside the region.

Libraries in SVLS that use Innovative Interfaces are also interested in investigating participation in Link Plus. The question remains, what is the best solution for sharing resources among all of the libraries in the region. BALIS and its partner systems, PLS and SVLS, are all interested in the development and provision of regional services that will provide broad access to the rich resources within the Golden Gateway Library Network. This advances the collaborative goal of the three systems to provide library service that appears seamless to the user.

vb:mydocs\BALIS\POS\01-02 DSSA

Name of System: BALIS

PLAN OF SERVICE 2001/2002
CLSA System Reference Program, Component:
Improvement of Reference Services to the Underserved
(5 Calif. Admin. Code Sec. 20156)

1. What underserved group(s) were identified during the current fiscal year for improvement of reference services?

a. African American, Asian, Latino
b. Speakers of limited English or English as a Second Language

2a. What potential services were identified at the System level for the improvement of reference service to these underserved groups?

a. Subscription to a database of materials in Spanish.

b. The creation of reference and referral tools and procedures to assist more effective referral of Spanish and Asian language user questions among the member libraries.

c. Training staff to address the needs of people of other cultures to make the library a more comfortable environment.

d. Recruitment of minority and children's librarians.

e. Assistance with identification, location, selection, acquisition and cataloging of foreign language materials for ethnic populations, especially Asian and Latino.

f. Development of multi-lingual, self-help public information materials for the ethnic underserved.

2b. Which of these services was evaluated as achievable and beneficial for the improvement of reference services to the underserved?

Identification and production of specialized materials and bibliographies, subscription to a Spanish-language database, staff development activities, and coordinated publicity were evaluated as being achievable.

3. Based on the above, what service specification(s) are adopted for the coming fiscal year?

a. The BALIS libraries are now subscribing to the Informé database. This year the Reference Committee will develop a plan for the publicity of this useful Spanish-language database.

b. To participate with the five-system staff development committee to plan and support types of staff development that will enable BALIS libraries to improve service to designated underserved groups.

c. The BALIS Reference Committee has determined that they will work this year to identify and evaluate for consortium purchase databases that serve ethnic and minority communities.

4. What performance objective(s) are adopted and why did you choose them?

a. The Public Information Committee will maintain its Bay Area media list to include media outlets that will reach a multicultural audience.

b. The Reference Committee will develop a publicity plan that will be used to publicize the Informé Spanish-language database. This database is available in all of the BALIS member libraries.

c. Staff from various BALIS member libraries will participate in the five-system staff development committee. This year the committee intends to survey all staff members regarding training needs. The results of this survey will be the basis of training programs for the next few years.

d. The Reference committee will identify and evaluate new databases, which will help them fulfill their goal of providing databases that have a focus on the informational needs of specific ethnic and minority communities. The 2000 Census has highlighted the multi-ethnic nature of the BALIS service area, and the committee will address these needs.

5. Describe briefly the methods to be used in providing this(ese) service(s) and the principal resources to be used. Indicate system and member library staff involved.
System staff will assist in any planning, coordination or implementation of multicultural events. BALIS committees will provide the support for the public relations and teen and adult services projects.

5a. Amount of System Reference allocation budgeted for this component (5 Calif. Admin. code Sec. 20156(c):
The majority of services to the underserved are supported with local funds and in-kind contributions from staff in member libraries. Up to $5,000 of CLSA funds will support the effort to provide system service to the underserved.

6. What evidence of benefit will be provided, and how will it be gathered?

Increased usage statistics for Informé will determine whether or not the publicity effort has been successful. For coordinated reference projects planning and development, the committees, task forces and Council informally evaluate the benefit of the activities in consideration of in-kind time spent in committee meetings and assignments.

Name of System: BALIS

PLAN OF SERVICE 2001/2002
CLSA System Reference Program, Component:
General Improvement of Local Reference Service
(5 Calif. Admin. Code Sec. 20155)

1. Service specification(s) adopted:

Local patrons will be better served because:

a. Staff will be made aware of collection strengths in each local library.

b. Staff development/training opportunities in reference awareness, materials, and usage will be provided to member library reference staff.

c. Communication among member library reference staff will be coordinated and facilitated.

d. Public awareness of reference services will be increased through appropriately coordinated public information products and activities.

e. Support for Internet use and training will be continued by means of training events sponsored by the Reference Committee.

2. Performance objective(s) adopted:

a. Three BALIS-wide library service committees (Reference, Children's Services and Staff Development) will meet bi-monthly or quarterly to discuss service issues of mutual concern and to plan for cooperative activities, products, and workshops. Three BALIS-wide forums (Teen Services, Senior Services and Public Information) will meet as many as four times a year to focus discussion on service issues of mutual concern.

b. The Reference Center will continue to be located in two locations. The primary location is in the San Jose Public library with a branch location in San Francisco Public Library. Reference Center staff will continue to provide orientation to local librarians through personal appearances, tours, demonstrations, memos and articles in the newsletter, SEARCH.

c. The BALIS Reference Committee will explore ways, with PLS and SVLS Reference Committees, to expand reference services and resources. The BALIS Reference Committee will communicate regularly with the SVLS and PLS Reference Committees through the exchange of committee minutes. They will also invite librarians from the other systems to attend the workshops and programs where reference services, especially those related to electronic resources, will be discussed or demonstrated. They will participate, together with the other systems, in the review, evaluation and recommendation of electronic information sources

for consortium purchase. Local librarians receive SEARCH, the BALIS/SVLS/PLS newsletter, and will contribute articles, book reviews and library news to it.

d. The Reference Committee will review, evaluate and recommend electronic information sources for the BALIS consortium

e. The Reference Committee will identify staff training needs in the reference area and encourage and support staff participation in Effective Reference Performance training.

f. The reference staffs from the BALIS libraries will participate in the System Reference Center's listserv, which will be used for sharing problems/solutions and information among BALIS/PLS/SVLS member libraries.

g. The Reference Committee will provide updated information to produce the BALIS Union List of Periodicals, 2001 edition.

h. At their bi-monthly meetings, the committee will schedule forum discussions to address specific topics of interest and concern to reference staff. Other expert staff may attend.

i. The committee will encourage participation of individual libraries in the QandAcafe, our new virtual reference desk service.

3. Reason(s) for choosing 1. and 2. above:

Services and objectives have been selected on the basis of an analysis of system needs. The needs are evaluated each year first by the appropriate system committee, the Reference Center, and by the BALIS Administrative Council.

System-wide forums and workshops have supplemented local library staff training, especially Internet training, and forums for the discussion of strategies for addressing public service to promote a better-informed library staff.

4. What would the service described above be without this component? State in the same terms as the performance objectives above.

a. System-wide and area wide staff awareness of local libraries' collection strengths would not be provided to member library staff.

b. System-wide staff development/targeted training to improve local reference would not be provided to member library staff.

c. System-wide communication would be substantially diminished.

d. Members of the public would not have access to a new service which allows them to ask questions and receive live, online responses from the library from their home or office computers.

5. One-paragraph description of the methods to be used in providing this component, and the principal resources to be used. Indicate system and member library staff involved.

The staff of the BALIS member libraries will be actively involved in the process of better serving local patrons. They are the committee members and staff who meet, share and develop strategies that result in the provision of better local reference service. The staff of the Reference Center provides assistance to the efforts of the member libraries.

6. What evidence of benefit will be provided, and how will it be gathered?

a. There will be a formal evaluation of the System Reference Center and an examination of the services that will assist the librarians provide the best patron service. Informal evaluations were done in the last fiscal year, but changes in reference service throughout the area warrant a more extensive study of reference trends and changes to be made.

b. Workshop participants will be asked to evaluate their training.

Name of System: BALIS

PLAN OF SERVICE 2001/2002
CLSA System Reference Program, Component:
Interlibrary Reference
(5 Calif. Admin. Code Sec. 20157)

1. Service specification(s) adopted: (NB: Systems may adopt additional specifications; if so, list them.)

a. The highest possible percentage of questions shall be answered.

b. The answers shall be delivered to the user within an acceptable time period.

c. Answers shall meet the user's need in terms of amount, format, language, and accuracy of information.

d. Specifications a-b should be carried out at the lowest possible cost.

2. Performance objective(s) adopted: (Systems may adopt higher or additional objectives; if so, state them. Minimum specifications are set in Admin. Code 20157(b).)

a. Answers shall be provided for 90% of all questions referred from member libraries.

b. 70% of answers shall be returned to the originating member library within 10 working days of the question having been transmitted by that library into the System's reference referral structure.

c. No separate objective set as of April 1, 1983.

3. Reason(s) for choosing 1. and 2. above (only if System has adopted specifications and/or performance objectives in addition to those listed in 1. and 2. above):

Specifications are as adopted by the California Library Services Board(CLSB) and the CEO of the CLSB.

4. What would the service described above be without this component? State in the same terms as the performance objectives above.

Queries unanswered at the local library level because of lack of time, resources, or expertise would remain unanswered with unknown economic, political and/or social consequences to the inquirer.

5. One-paragraph description of the methods used in providing this component, and the principal resources to be used. Indicate system and member library staff involved.

System staff funded through local funds and CLSA Reference Service monies will be primarily responsible for performing the activities necessary to achieve the objectives listed above and to coordinate efforts as necessary with the reference staff of local member libraries to insure the highest possible fulfillment in the shortest amount of time, and in the most cost efficient manner. BALIS shares a reference center with Peninsula Library System and Silicon Valley Library System. The main reference center is located at San Jose Public Library and the branch center is at San Francisco Public Library. Use of the Oakland Public Library collections as well as San Jose State University Library and Stanford University Libraries will continue.

6. What evidence of benefit will be provided, and how will it be gathered?

Evidence of benefit will be in the degree of use and in the description of what difference the service has made to those for whom it is intended. This information will be gathered through various means, which can include tallies, evaluations, surveys, and interviews. Staff will also continue to document the subject nature of referred questions.

SYSTEM NAME Bay Area Library & Information System

(a) Personnel
(Attach job descriptions only if changed significantly from previous year.)

Classification	FTE/No. of Positions	Salary	Benefits	Total
	/	$	$	$
	/			
	/			
	/			
	/			
	/			
Total	/	$	$	$

(b) Materials

Library Materials: $

Contract Services:

- On-line Reference Services* $
- Lease materials $
- Other:

$

Total: $

*Please specify:

(c) Operations

1. Office Supplies $
2. Travel
3. Indirect Costs/Fiscal Agent Fee (attach description of services received) **Do Not Include System Indirect (p,c,&e)**
4. Contract Services (specify) PLS Reference 101,108
5. Duplication/Photocopy
6. Other: (specify)

Total: $ 101,108

(d) Capital Outlay

Equipment (specify) $

Equipment Replacement Revolving Fund $

Total: $

What $ amount of the total reference allocation will be used to improve reference services to the underserved? (same as line 5a. on POS narrative). $ 5,000

Total of a, b, c, d: $ 101,108

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

BALIS

116

Reference Program, FY 2001/02

BALIS	For questions referred to system by:			
	(1) Member Public Libraries	(2) Non-public Libraries in State	(3) Other Public Libraries or Systems	(4) Total
What is the estimated number of answers found by your System reference structure	480	0	0	480

Estimated Number of Reference Questions Received Locally by Member Libraries: 3,400,000

Estimate Total Number of Reference Questions Handled by your System Reference Program: 480

Estimated Total Number of Training Events to be Presented: 4

Estimated Total Number of Local Staff to be Trained: 200

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 2001/02
Communications and Delivery Program

1. **System Name**

Bay Area Library & Information System

2. **Performance Objectives**

A. 95% of intrasystem messages will be received by addressees within 24 hours.

B. 90% of items sent by intrasystem delivery will be delivered within two to four working days.

3. **Equipment Replacement Planning**

BALIS has established a reserve fund to be used as needed. Equipment replacement will be charged to this reserve fund. The balance for equipment reserve is $49,812.

4. **Inventory of Available Resources**

A. At Systems' office and reference center:
All members of BALIS, UC Berkeley, Sutro, and CSU Hayward have fax machines and PCs with modems to facilitate inter/intra system messages and ILL requests, thereby meeting the requirement of Performance Objective A.

B. Delivery Services
BALIS contracts with Shotgun Delivery for BALIS delivery, which delivers to the nine BALIS libraries, UC Berkeley, Sutro, CSU Hayward, San Francisco State University, and Peninsula Library System with connections to Silicon Valley Library System (SVLS) and North Bay Cooperative Library System (NBCLS).

C. Internet Service
All staff at the Systems' administrative office have access to internet and e-mail through Peninsula Library System – 4CNet. Reference staff of the shared reference centers (in San Francisco and San Jose) have access through Netcom and Mindspring.

5. **Plan of Action**

A. BALIS has contracted with Shotgun Delivery since November 28, 1994, and has been well served by the courier service.

B. BALIS will participate in intersystem delivery with Peninsula Library System and through PLS to SVLS and through SVLS to MOBAC. The BALIS delivery meets NBCLS delivery through a connection at Richmond Public Library.

C. BALIS will monitor communications and delivery services semi-annually.

D. BALIS will monitor the configuration of intrasystem communications equipment and software for efficiency and efficacy of use. The BALIS libraries are currently exploring software applications that will permit remote access to member libraries' catalogs.

E. The delivery courier will provide statistics quarterly. The driver will count items for one week each quarter and then submit them to the Delivery Coordinator, who will tabulate the statistics and project yearly totals for the system.

6. User Benefit Expected

With the intrasystem communications and delivery services, library users have rapid access to information and materials to meet their needs, through access to the entire system's resources. System libraries are able to spend more time on direct public service while local tax dollars are better utilized for service delivery. Due to telecommunications systems and protocols, the aggregate costs for communications among the libraries are less because of the System's coordination and use of rapid telecommunications devices.

Without the benefit of this technology, each user would be limited to the resources of his or her local library, be it large or small, since few are able to use personal time and transportation to utilize other libraries.

7. Related Non-CLSA Activities

BALIS provides delivery service to the following non-public libraries: Sutro, University of California at Berkeley, CSU Hayward, and San Francisco State University.

BALIS is continuing to participate in the SVLS WebZ project. Currently, Alameda County Library (including Pleasanton Public Library's holdings), Contra Costa County Library, San Francisco Public Library, and Livermore Public Library are participating in the project. San Francisco Public Library's holdings will continue to be refined to display properly in the linked catalog, and Livermore Public Library's DRA Inlex will display for the first time. In the next year, we have the goal of adding the other BALIS libraries with Z39.50 server software installed, including Hayward Public Library, Alameda Free Library, Berkeley Public Library, and Oakland Public Library.

Several BALIS members (Alameda County Library, Hayward Public Library and Pleasanton Public Library) will be joining the California State Universities Link+ system. Using the Inn-Reach software from Innovative Interfaces, Inc., members will be adding their catalogs to a

virtual union catalog which will be accessible to library patrons at other Link+ libraries. Patrons at remote locations will be able to use the Inn-Reach software to request library materials from any other Link+ participant. This partnership with the California State Universities is a unique opportunity to demonstrate multi-type library resource-sharing and delivery mechanisms as envisioned by the Library of California.

In addition to SVLSWebZ and Link+, BALIS members will continue to participate in technology projects for the Golden Gateway Library Network (Region II of the Library of California), including Z39.50, resource-sharing and other telecommunications activities in the region.

8. Evaluation

A. BALIS will measure the quantitative and cost aspects of communications and delivery services through semi-annual and annual statistical reports.

B. The BALIS Delivery Coordinator will measure the qualitative aspects of delivery through input from the member library delivery staff and the interlibrary loan units.

C. Periodic samplings of both programs will be made to measure whether service objectives are being met.

(a) Personnel (Attach job descriptions only if changed significantly from previous year.)

Classification	FTE/No. of Positions	Salary	Benefits	Total
	/	$	$	$
	/			
	/			
	/			
	/			
	/			
Total	/	$	$	$

(b) Materials

NOT APPLICABLE

(c) Operations

1. Office Supplies $
2. Travel
3. Indirect Costs/Fiscal Agent Fee (attach description of services received) **Do Not Include System Indirect** (p,c,&e)
4. Contract Services (specify) (Delivery partial) 48,918
5. Duplication/Photocopy
6. Telecommunications
7. Other: (specify)

Total: $ 48,918

(d) Capital Outlay

Equipment (specify) $

Equipment Replacement Revolving Fund $

Total: $

(e)

Anticipated Current (2000/01) Year-end Balance, Equipment Revolving Fund $ 49,812

Total of a,c,d: $ 48,918

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Communications Program, FY 2001/02

ıt is the estimated number of messages sent :ach communication device listed below, n annual basis?	Estimated Number of Messages	
	Between System Members	To Other than System Members
'elephone	4,608	1,075
'elefacsimile	1,100	623
lectronic Mail (other than thru Internet)	Unable to determine	Unable to determine
ıternet (include e-mail thru Internet)	Unable to determine	Unable to determine
'ther (Specify)	0	0
Total	5,708	1,698

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Intrasystem Delivery Program, FY 2001/02

Items sent by:	Items delivered to: System Member Public Libraries	Non-public Libraries in System Area	TOTAL
ystem member public library.	22,570	4,100	26,670
on-public libraries in System area	9,500	0	9,500
TOTAL	32,070	4,100	36,170
		System Owned	Contracted Vendor
umber of delivery vehicles.			1
ency/schedule of delivery service.			See attached schedule

rcentage of items to be delivered:

Mail 1% UPS 1% System Van ____ Contracted Van 90% Other 8% (fax)

BALIS Delivery Schedule
Effective April 3, 2000
Courier: Shotgun Delivery

Monday	Tuesday	Wednesday	Thursday	Friday
BALIS/PLS/ SVLS Admin. & PLS	ACO	BALIS/PLS/ SVLS Admin. & PLS	ACO	BALIS/PLS/ SVLS Admin. & PLS
Sutro	CSU-Hayward	Sutro	CSU-Hayward	Sutro
		SFSL		
BALIS/PLS/ SVLS Ref.(3rd floor SFPL) & SFPL	LPL	BALIS/PLS/ SVLS Ref. (3rd floor SFPL) & SFPL	LPL	BALIS/PLS/ SVLS Ref.(3rd floor SFPL) & SFPL
RPL	CCO	RPL	CCO	RPL
BPL	PPL	BPL	PPL	BPL
OPL		UC Berkeley		UC Berkeley
ACI		OPL		OPL
HPL		ACI		ACI
		HPL		HPL
				ACO

BALIS Members

ACI: Mon/Wed/Fri
ACO: Tues/Thurs/Fri
BPL: Mon/Wed/Fri
CCO: Tues/Thurs
HPL: Mon/Wed/Fri
LPL: Tues/Thurs
OPL: Mon/Wed/Fri
PPL: Tues/Thurs
RPL: Mon/Wed/Fri
SFPL: Mon/Wed/Fri
BALIS/PLS/SVLS Administration: Mon/Wed/Fri
BALIS/PLS/SVLS Reference at SFPL: Mon/Wed/Fri

Other

CSU-Hayward: Tues/Thurs
Sutro: Mon/Wed/Fri
UC Berkeley: Wed/Fri
SFSL:Wed.

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 2001/2002
System Advisory Board Program

1. System Name

Bay Area Library & Information System

2. Objectives

The System Advisory Board advises the Administrative Council and staff about system programs and acts as a communications channel for the local library.

A. Meetings

1. An orientation will be held in September for new and continuing members.
2. One or more Administrative Council members will attend each SAB meeting.
3. At least 50% of the SAB members will attend workshops appropriate to serving as a Board member.
4. All SAB members will have the opportunity to attend local BALIS workshops.
5. At least one SAB member will attend the California Library Association in 2001.

B. Meeting Content

1. Provide opportunities for ongoing self-education through topical meetings, including:
   a. Library of California and Golden Gateway Library Network
   b. State legislative initiatives
2. Explore partnerships for developing future activities or programs.
3. Include time for SAB members to ask questions and/or exchange information about system services.
4. Schedule a dinner meeting with a speaker on a mutually agreed-upon topic with the SAB members from PLS and SVLS.
5. Schedule a dinner with the Administrative Council with a speaker on a current library issue.

C. Legislative Activities

1. Consider methods for building links with local, state, and federal legislators in order to raise awareness of the local system and libraries throughout the state.

2. Serve as a public relations representative for local libraries.
3. Attend CLA Legislative Day or contact representatives at home office.

D. Planning and Evaluation

1. Participate in planning and evaluation of SAB objectives for FY 2001/02.
2. Evaluate activities for the year and make recommendations as appropriate.
3. Review the system annual Plan of Service and make recommendations to the Administrative Council.

3. Inventory of Available Resources

A. Orientations and presentations on system programs at SAB meetings
B. System Advisory Board manual
C. Access to meeting rooms
D. Secretarial services
E. BALIS Administrative Council agenda and minutes
F. CLA Newsletter
G. State Library Newsletter
H. Friends and Foundations of California Libraries Newsletter
I. CALTAC Newsletter
J. CALTAC Workshops
K. Administrative Council's expertise in working with citizen boards
L. The experience of SAB members who have served as friends of libraries, members of library boards, and participants in other community activities
M. Mailings from other systems (PLS and SVLS)

4. Plan of Action

Time	Activity
Ongoing	System Administration staff sends copies of newsletters, memos, Council minutes and agendas, workshop announcements, and other information to SAB members.
August	System Director and staff update orientation materials as necessary.
September	SAB orientation program and review session
November	Regular SAB meeting CLA Conference

January	Regular SAB meeting
March	Joint SAB meeting with PLS and SVLS Develop SAB Plan of Service
May	Review and approve Plan of Service for next fiscal year. Conduct self-evaluation for concluding fiscal year. Elect new Chair.
Spring	Joint annual dinner with the Administrative Council and/or with PLS/SVLS SABs. Appoint Nominating Committee.

5. User Benefits Expected

A. Citizens' advice to BALIS Administrative Council on current and future programs.
B. Improved communication to and from local libraries and library user community.
C. Increased awareness of library issues and library needs in general, and BALIS issues and needs specifically.

6. Evaluation

Objectives are evaluated by keeping records of attendance at SAB and other meetings and by reviewing the agenda and minutes of SAB meetings. The SAB also conducts a self-evaluation at its last meeting of the fiscal year by discussing their activities, the impact of these activities, and their feelings about serving on the System Advisory Board.

7. Related Non-CLSA Activities

The SAB is kept informed of the System's activities which are not part of CLSA and is asked for input regarding these programs.

(D) SYSTEM ADVISORY BOARD (Section 18747b-18750)

SYSTEM NAME Bay Area Library & Information System

(a) Personnel

NOT APPLICABLE

(b) Materials

NOT APPLICABLE

(c) Operations

1. Office Supplies	$
2. Travel	
3. Indirect Costs/Fiscal Agent Fee (attach description of services received) Do Not Include System Indirect (p,c,&e)	
7. Other: (specify) Support program activities	539
Total:	$ 539

(d) Capital Outlay

NOT APPLICABLE

Total of c: $ 539

76
/16/02

DOCUMENTS DEPT.
MAY 13 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Bonnie K. Chin
Steven A. Coulter
Ann A. Streets
Marian W. Swig
Commissioners

Susan Hildreth
Acting City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING*

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, May 16, 2002

TIME: 4:00 PM

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. APPROVAL OF THE APRIL 18, 2002 MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 18, 2002.
   Explanatory document: draft minutes

2. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
   (This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
   This report will consist of: *an informational presentation*: no presentation; *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: no presentation.
   Explanatory documents: current Bond Program Budget and detailed schedules

3. ART ENRICHMENT PROGRAM — ACTION
   Presentation of and discussion of the proposed Art Enrichment Master Plan, and possible action to move 2% mandated for public art from six eligible projects into the Art Enrichment Program Budget established Jan. 17, 2002.
   Explanatory documents: Art Enrichment Master Plan, proposed Art Enrichment Program Fund.

4. DESIGN EXCELLENCE PROGRAM — DISCUSSION
   Presentation of, and discussion of Bond Program Design Excellence Guidelines.
   Explanatory document: Design Excellence Program Guidelines

5. SITE ACQUISITION: PORTOLA BRANCH — ACTION
   Presentation and discussion of and possible action to request the Department of Real Estate to pursue sites for a new Portola Branch Library.
   Explanatory document: Portola sites acquisition memo.

6. LIBRARY 2002/2003 BUDGET UPDATE — ACTION
Presentation of and discussion of an update report on the 2002/03 Library Budget and possible action to approve Library requested modifications to its proposed 2002/03 Budget

7. PUBLIC COMMENT — DISCUSSION
(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.)

8. ADJOURNMENT (motion and public comment required) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. 5/12/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness, ste. 3900, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary 3/7/02

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

2450 San Bruno Ave. – Current leased location
Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.

2574 San Bruno Ave. – Boys and Girls Club
Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.

2660-2670 San Bruno Ave. – Round Table Pizza
Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.

350 Goettingen – Martin Luther King Middle School site (corner of Bacon and Goettingen)
This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23rd at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

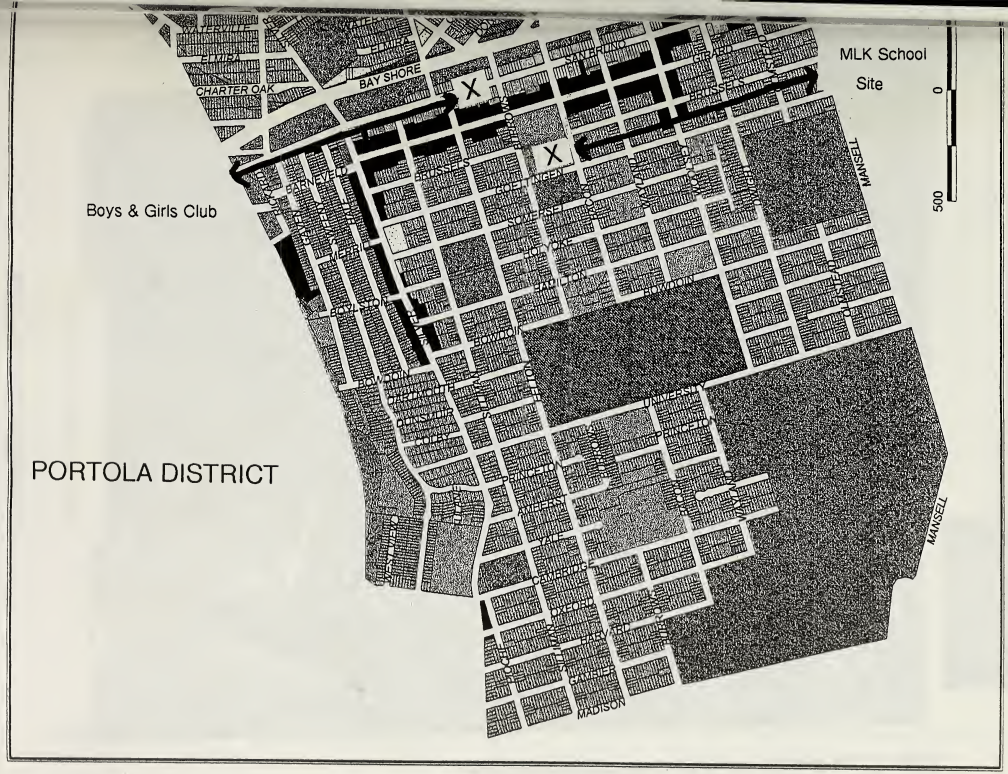
Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

Martin Luther King Middle School – corner of Bacon and Goettingen

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3rd and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

Boys and Girls Club – 2574 San Bruno Ave.

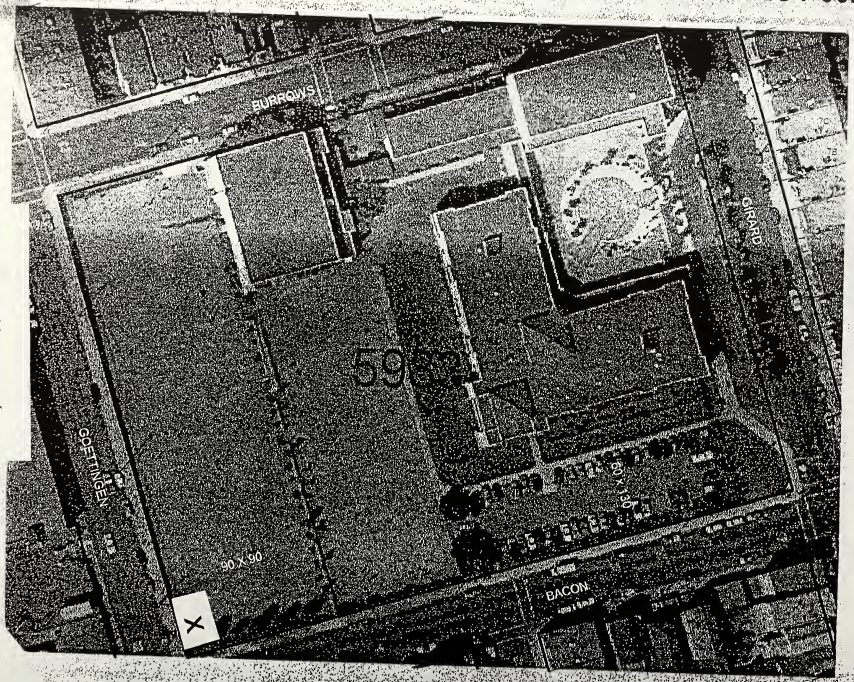
- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.

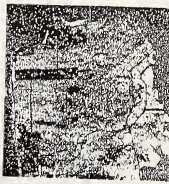

MLK School
Site
Boys & Girls Club
PORTOLA DISTRICT
BAY SHORE
CHARTER OAK
MANSELL
MADISON
500
0

Martin Luther King Jr Middle School

Library Site @ upper left corner

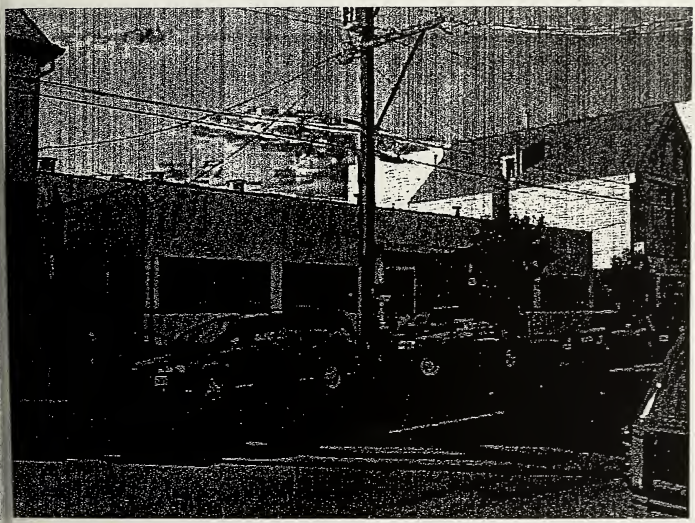
ASSESSOR'S BLOCK 5983 LOT 002





Source: Department of Public Works, Copyright, 1996.

Boys & Girls Club Site



ddress:	2574 San Bruno Ave. Between Felton and Burrows Sts. Assessors Blk 5981 Lot 11
ot Size:	8120 sf (79 x 100 irregular)
isting Zoning:	NC-2 Small Neighborhood Commercial
isting Improvements:	Single Story, built 1949
isting Occupants:	The Boys and Girls Club of San Francisco

SAN FRANCISCO ARTS COMMISSION

MEMORANDUM

RICHARD NEWIRTH
ECTOR OF CULTURAL AFFAIRS

DATE: May 13, 2002

TO: Susan Hildreth, City Librarian
Marilyn Thompson, Branch Improvement Program Manager
✓Mike Housh

FROM: Judy Moran, Public Art Program
Telephone: 415/252-2586
Fax: 415/252-2595
Email: judy_moran@ci.sf.ca.us

RE: Branch Library Improvement Program Arts Master Plan

Here is the Branch Library Improvement Program Arts Master Plan with all the attachments. I am forwarding a one-sided copy for ease of reproduction, as well as a copy that is double-sided.

Please let me know if you have any questions. Otherwise, Jill and I will see you at the Library Commission meeting this Thursday afternoon.

PROGRAMS
CIVIC DESIGN REVIEW
COMMUNITY ARTS & EDUCATION
PERFORMING ARTS
PUBLIC ART

CULTURAL EQUITY GRANTS
SUITE 60

CIVIC ART COLLECTION
STREET ARTISTS LICENSES
SUITE 70

COMMISSION GALLERY
401 VAN NESS AVENUE
415.554.6080

//THECITY.SFSU.EDU/SFAC/
IL: SFAC@THECITY.SFSU.EDU

CITY AND COUNTY OF
SAN FRANCISCO

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT MASTER PLAN

The Branch Library Improvement Plan (BLIP) Art Enrichment Master Plan describes the Arts Commission's process for managing the creation and integration of artwork into the new branch libraries scheduled for construction in the Glen Park, Ingleside, Mission Bay, Portola, and Visitacion Valley neighborhoods, and into the expanded and renovated Richmond Library.

Arts Commission staff has consulted with Library staff to establish the parameters and objectives of the BLIP Arts Master Plan. The BLIP Arts Master Plan will:

1. articulate the process to be used to select and approve artists for each of the six libraries;
2. recommend the art enrichment allocation for each branch;
3. describe the mechanism for client and community involvement;
4. identify a range of art opportunities (sites and/ or approaches) specific to each site; and
5. create a cost and time effective process to maximize the amount of art enrichment funds that go directly into the artworks;
6. integrate artwork into the architecture of each branch, whenever feasible, in order to augment the art budget with architectural credits.

The goal of the BLIP Arts Master Plan to is acquire high quality art works of lasting aesthetic value that are appropriate to the library context and which can be easily maintained.

Although specifically adapted for this project, the art enrichment process described below is based on Arts Commission procedures that have proven successful for the development of the City public art collection for many years. This plan is intended as a general guide for the entire process; however certain procedures may need to be adjusted during its implementation to meet varying requirements at each branch.

San Francisco Arts Commission's Public Art Program

San Francisco's Public Art Program, one of the first in the country, was established by City ordinance in 1969. The Art Enrichment Ordinance mandates that 2% of the total construction costs of a wide range of capital improvement projects be allocated for art enrichment, to be managed by the San Francisco Arts Commission.

Since 1969, the Arts Commission has facilitated art enrichment as part of capital improvement projects throughout San Francisco in libraries, hospitals, police and fire stations, parks, courthouses, community centers, playgrounds, plazas, the airport, and other City projects.

All funding for the Public Art Program comes from a percentage of the construction budget for capital improvement projects undertaken by other city departments. The

Public Art Program does not receive general or discretionary funds to create new art projects. The funds allocated for the Public Art Program may not be used for other City projects and expenses, such as social programs.

Funding Allocation
2% of the total eligible construction costs for the six library branches is $302,000. The Art Enrichment ordinance stipulates that 20% of the art enrichment budget ($60,400) be allocated for administrative costs, which include salaries, office expenses, and all other administrative costs directly related to the BLIP Art Enrichment Program. Following the calculation of artist competition costs, panelist honoraria and artist proposal fees, maintenance and other necessary project costs, the Arts Commission has determined that the amount of funds available for artwork expenses at all six branches, including final design, artist fee, fabrication, and installation is $217,985, or approximately $36,227 per branch (see Attachment 1).

Project Background
Public Art Program Director, Jill Manton initiated discussion with Library staff in late 2001 about the development of the BLIP Art Enrichment Program. Ms. Manton recommended the creation of a Branch Library Improvement Program Arts Master Plan which will include a two-tiered artist selection process to allow community panels from each branch to have a direct role in the selection process. The Arts Master Plan also proposes the pooling of art enrichment funds generated by each of the six branches to allow for a more equitable distribution of art money among the six branches. This will insure that branches with smaller construction budgets will receive an adequate allotment for art enrichment

The two–tiered artist selection process will establish a prequalified artist candidate pool of eligible professional artists working in a wide variety of appropriate media selected through an open competition. Community and client panels will select the artist(s) whose approach and medium are most compatible with the architectural and neighborhood characteristics of each branch. This approach allows the Arts Commission to conduct its artist recruitment and outreach through one artist competition instead of publicizing and distributing RFQs for six public competitions. This measure is not only time-efficient, but it will maximize the amount of art enrichment funds being dedicated to the artwork, as opposed to the cost of conducting several competitions.

This process will ensure community participation in the art enrichment process. Arts Commission staff will meet with branch staff and neighborhood residents to identify a range of art opportunities. Community members and staff for each branch will review and select artists from the pre-established artist pool.

Artist Selection Process
Phase I: The Artist Selection Panel
The first phase of the artist selection process has been completed. The prequalified artist candidate pool of 30 artists has been established, pending approval by the Arts Commission. The process that resulted in the creation of this pool is as follows:

1. Request For Qualifications
The Arts Commission distributed a Request for Qualifications (RFQ) (see Attachment 2) inviting professional artists residing in the San Francisco Bay Area with demonstrated experience in mixed media, sculpture, ceramics, functional art, or two-dimensional artwork to apply. The RFQ, which described the project and the application requirements, was distributed through a variety of outlets, including the Arts Commission website, Artweek (a regional arts publication), local newspapers, the Arts Commission mailing lists, local arts agencies, and participating library branches. Arts Commission staff also actively recruited potential candidates whose work was deemed appropriate for the BLIP arts projects.

As stated in the RFQ, applications were reviewed based on the following criteria:
•Artistic excellence and originality as evidenced by representations of past work in slides and other supporting material.
•Appropriateness of the artist's medium, style, and professional experience as they relate to the project goals and setting.
•Experience with projects of similar scope and scale, and/or adequate professional experience to handle the requirements of this project.
•Availability to participate in the design, approval and implementation of the project as required. (This criteria will be assessed during the proposal phase for finalists only.)

2. Artists Selection Panel
Arts Commission staff organized an Artist Selection Panel to meet one time only to review application materials and recommend a pool of artists for the prequalified artist candidate pool. Panelists, who were approved by the Arts Commission, were selected to represent a range of backgrounds and appropriate experience relevant to the BLIP Projects. (See Attachment 3.)

Staff sent copies of the applicants resumes and other materials to the panelists for their review prior to the panel meeting on April 17th. At the meeting, the Arts Commission staff presented applicants' slides of past relevant artwork to the panelists. After an initial screening, the slides were presented again, with panelists discussing the qualifications of each applicant before voting to include or not include them in the artist pool.

The panel concluded with a motion to recommend 30 candidates for the artist pool. (See Attachment 4.)

Phase II: Community Artist Selection Panels
Residents of each neighborhood in which a new or renovated library is sited will be invited to participate in the public art process. Arts Commission staff will establish a community selection panel for each participating branch. Each branch will include three community representatives, the branch librarian, and the branch architect, who will review and recommend three artists from a portion of the pool of pre-qualified candidates to develop proposals for their branch.

1. Establishment of Community Panels
The second phase of the artist selection process, during which an artist will be selected for each branch, is underway for the Glen Park, Mission Bay, and Richmond branches.

Community members will be asked to elect three community representatives to serve on the Community Artist Selection Panel for their neighborhood library. At branch library community meetings, a brief questionnaire (see Attachment 5) which has been tailored for each branch will be distributed to those persons interested in participating on the Community Artist Selection Panels. Library staff will also distribute these questionnaires to the persons on mailing lists for each branch. Those individuals interested in serving on Community Artist Selection Panels must complete and submit the questionnaire to the Arts Commission by a date to be specified for each branch to allow the Commission sufficient time to copy the questionnaires for public distribution at the election which will be held at a follow-up community meeting.

At the follow-up meetings, copies of the questionnaires and a ballot will be distributed to attendees who will be asked to vote anonymously in writing for three candidates of their choosing. Elected panelists will be expected to participate in two to three Community Artist Selection Panel meetings to select the artist for their branch.

2. Branch finalists and proposals
Arts Commission staff will select artists from the prequalified candidate pool who they deem most appropriate for the art opportunities identified at each branch. (Note that art opportunities have been established and are described below for the Glen Park, Mission Bay, and Richmond branches.) Slides and other application materials for each selected candidate will be presented to the Community Artist Selection Panel at each branch. All meetings will be publicly announced and open to the public.

After reviewing and discussing the application materials, the Community Artist Selection Panel for each branch will select three finalists to prepare proposals. Finalists will each be paid $250 to develop preliminary proposals. The proposal procedure will continue with an orientation meeting for the finalists with the branch librarian, the branch architect, and community representatives to provide information about the architectural design, appropriate materials, possible thematic approaches, and other community concerns as appropriate.

Finalists will submit a proposal to include a 20" by 24" display board with a rendering of the preliminary art concept and location, and the materials to be used. Additional proposal materials will include a description of the fabrication process, a preliminary budget and a schedule.

The three proposals for each branch will be displayed in the existing neighborhood library or other appropriate public neighborhood facility for written community feedback. The feedback will be compiled and presented to the community panel, which will meet

again to review the three proposals and recommend a finalist for approval by the Arts Commission. Some branches may have opportunities for more than one artist, although the overall budget for each branch will not be changed to accommodate more than one artwork.

Artists who have been selected and approved for developing artwork for any of the participating library branches will be eliminated from the prequalified artist candidate pool.

Approvals
All artists selected by the Artist Selection Panel and all artwork proposals recommended by each Community Artist Selection Panel must be approved by the Arts Commission. Although by Charter the Arts Commission is responsible for granting final approval for an artwork proposal, the Arts Commission works cooperatively with the client agency in assessing an artwork proposal, and will not grant approval to a proposal that is unacceptable to the client agency.

Arts Commission approval is required at the following points in project development:
1. artist selection panelists;
2. prequalified artist candidate pool;
3. artist preliminary proposal for each branch;
4. final design of the artwork for each branch, completed by the artist after entering into contract with the Arts Commission;
5. installed artwork, and approval to accept the artwork into the Civic Art Collection

Library Commission review:
Arts Commission staff will present the preliminary proposals recommended for implementation by the Community Artist Selection panel for each branch to the Library Commission for review and comment prior to the presentation to the Arts Commission (prior to Step #3).

Artist contract
The approved artist for each branch will enter into contract with the Arts Commission for design development, fabrication and installation of his or her artwork. During design development, the artist will work with the Arts Commission, the branch architect, and library staff to appropriately refine and integrate their proposal into the new or renovated facility. The Arts Commission will coordinate all aspects of installation with the facility's project architect, library representative, and General Contractor.

ADA Accessibility
Artists will be requested to consider programmatic accessibility in the development of their artwork proposals. In addition, a plaque will be installed at each branch with a reference to a notebook containing information in Braille and large type and an audiotape, prepared by the Arts Commission, with additional information about the artwork obtainable in the library. All artwork will be designed to comply with all applicable building codes and laws relative to ADA compliance.

Maintenance
The Arts Commission is responsible for maintaining the artwork, although the maintenance budget is restricted to a designated portion of the percent-for-art funds allocated for this specific project only.

Designated Art Opportunities
To date, the Arts Commission and Library staff have met with the librarians and the architects for the Glen Park, Mission Bay and Richmond branches to explore possible art opportunities. The goal is to integrate the artwork whenever possible into the architecture of the facility in order to maximize the use of architectural credits, thereby extending the existing art allocation. Consideration will also be given to materials that are durable and easily maintained. Art opportunities will be further discussed at branch community meetings.With a limited budget for each branch, it is probable that only one site will be designated for art enrichment, although it may be possible to install small elements at more than one location in the same facility.

Rather than predetermining a specific artwork site for each branch, the Arts Commission will present finalists with a slate of possible art opportunities, such as the lists below. The artists will then develop a proposal for the site, or sites, that they are most interested in using for their designs. The Community Artist Selection Panel, with community feedback on the proposals, will determine which proposal they want to recommend for implementation.

1. Glen Park Mission Bay and Richmond branches
Some preliminary architectural sites and thematic approaches for these three branches have been discussed by Arts Commission and Library staff, and architects, as outlined below.

a. Glen Park

Architectural Sites:

- •Entryway features, such as stair riser elements, stairway handrails, and stairway walls, and the floor of the lobby
- •Windows and west entryway curtain wall
- •Skylights
- •Elevator cladding
- •Shelf end panels
- •Circulation desk

b. Mission Bay

Architectural Sites:

- •Entryway lobby
- •Curtainwall
- •Hanging sculpture in 25 foot high reading room
- •Woven vinyl shades covering curtain walls
- •Skylight above children's area, other skylights

•Screen or grill across garden entryway (not accessible)
•Concrete columns within the interior

Suggested theme:

•Nautical

(Due to the current late stage of design development of the Mission Bay branch, opportunities for integrating the artwork into the architecture of this facility will be limited.)

c. Richmond

Architectural Sites:

•Wall space in existing main reading room
•Entryway
•Landscaping elements, including seating and walkways
•Lighting at the entryway and on exterior of building
•New interior structural posts downstairs
•Fencing
•New stairway

Suggested theme:

•Cultural diversity of the neighborhood
•History of the Richmond District

2. Ingleside, Portola and Richmond

The art enrichment opportunities for these three branches will be explored in the early Fall of 2002 with branch librarians, architects, and community representatives. Maximum integration of artwork into the architecture of these three new branch libraries is possible because artists will be selected and under contract prior to design development.

Attachment 1

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM
PROJECTED ART ENRICHMENT BUDGET DATE: MAY 7, 2002

The Arts Commission budget for the Branch Library Improvement Program Art Enrichment Program, which is 2% of the total construction costs for the six participating library branches, is outlined below. By City Charter, 20% of the art enrichment budget is set aside for administrative costs, which include staff salaries, office expenses, and all other administrative costs associated with the project. In addition, the competition costs, which the Arts Commission is minimizing, are listed below. Other costs include a limited maintenance budget and an allowance for identification plaques.

TOTAL ART ENRICHMENT	$ 302,000.00	
Administration (20%)	$ 60,400.00	
Art		$ 241,600.00
Maintenance reserve		$ 10,000.00
Artist competition		$ 9,735.00
RFQ and Mailing	$ 700.00	
Initial panel honorarium (3 at $65 each)	$ 195.00	
6 branch panel honorarium		
(3 panelists per branch, 2 mtgs, @ $65 each)	$ 2,340.00	
6 branch artist proposal honorarium		
(three artists per branch, $250 each)	$ 4,500.00	
6 branch public proposal displays	$ 1,500.00	
($250 per display)		
Misc. competition expenses	$ 500.00	
Artist identification plaques for ADA access		
(one per branch at $750 each, installed)		$ 4,500.00
Total artwork expenses for design,		
fabrication, installation and contingency		
for 6 branches		$ 217,985.00
Average branch art budget (each of 6 branches)		$ 36,227.00

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Attachment 2

BRANCH LIBRARY IMPROVEMENT PROGRAM PUBLIC ART OPPORTUNITIES

REQUEST FOR QUALIFICATIONS

APPLICATION DEADLINE: MONDAY, APRIL 1, 2002
Applications must be received in the Arts Commission office or postmarked not later than 5:00 PM on the due date. *Faxed applications will not be accepted.*

Submit completed applications, with completed application form, to:
Library Bond Public Art Opportunities
San Francisco Arts Commission
25 Van Ness, Suite 240
San Francisco, CA 94102

DESCRIPTION OF PROJECTS
San Francisco will be constructing several new libraries and renovating some older libraries over the next few years in various neighborhoods throughout San Francisco. Currently, new libraries are planned for the Glen Park, Ingleside, Mission Bay, Portola, and Visitacion Valley neighborhoods, with the existing Richmond Library to undergo renovation.

The Arts Commission seeks to establish a pre-qualified pool of professional artist candidates working in a variety of artistic approaches to be eligible for consideration for several of the new or renovated library branches as opportunities become available. Opportunities will exist for artists who work in mixed media, sculpture, ceramics, functional art, or two-dimensional artwork. The approach for artwork will vary from branch to branch and some branches may include work by more than one artist.

PROJECT BUDGET
Individual artwork budgets will vary based on the scope of work for each branch as determined during the Library Bond Arts Master Plan process, now underway. Artists selected as pre-qualified candidates for specific library bond projects will be notified of the budget for artwork at that library prior to the beginning of the selection process.

Budgets for each individual art project will include an artist fee, all expenses related to the design development, including engineering, fabrication, transportation and installation of the artwork, insurance and all other project related expenses.

COMMUNITY INVOLVEMENT

Residents of each neighborhood in which a new or renovated library is sited will be invited to participate in the public art process. A community selection panel for each participating branch, with several community representatives, will review and recommend artists from a portion of the pool of pre-qualified candidates to develop a proposal for their branch. In some cases, a limited number of finalists may be selected to be interviewed by the panel or to develop a specific proposal. In such cases, the proposals will be publicly displayed in the library neighborhood, with an opportunity for public review and comment, prior to the selection of the final artist or artists by the community selection panel.

SCOPE OF WORK

The scope of work for the Library Bond public art projects includes, but is not limited to the following:

• Finalists for each participating branch will work with Arts Commission and Library staff, community representatives, project architects and contractors, and consultants, as needed, to develop appropriate artwork designs that are durable and easily maintained.

•Finalists will complete project proposals indicating artistic intent, design, location, colors, materials, fabrication processes, and a timeline. Finalists will be expected to provide to-scale renderings and other visual material to adequately illustrate the proposed artwork.

•Selected and approved artists will develop their initial proposals through engineering and construction documents, subcontracting the services of design professionals, engineers, fabricators, installers, and other consultants approved by the Arts Commission, as needed, to ensure the design development, fabrication, and installation of a high quality, durable artwork.

ADA accessibility must be a factor in the development of the artwork. The final artwork design must be approved by the Arts Commission, which reserves the right to refuse to implement any and all designs submitted by the artist.

ELIGIBILITY

The commission is open to practicing, professional artists residing in the San Francisco Bay Area. Qualified professional artists, including women, as well as African American, Latino/Chicano, Native American, and Asian/Pacific Islanders, as well as artists with disabilities are encouraged to apply.

ESTIMATED TIMELINE (schedule is subject to change at any time)

Application deadline:	Monday, April 1, 2002
Notification of artists selected for pre-qualified artist pool	Early May, 2002
Selection process for participating branches	Beginning in May, continuing as needed per site

ARTIST SELECTION CRITERIA and CONSIDERATIONS

A limited number of applicants will be selected to become part of the Library Bond Artist Pool based on:

•Artistic excellence and originality as evidenced by representations of past work in slides and other supporting material.

•Appropriateness of the artist's medium, style, and professional experience as they relate to the project goals and setting.

•Experience with projects of similar scope and scale, and/or adequate professional experience to handle the requirements of this project.

•Availability to participate in the design, approval and implementation of the project as required.

The panel may also take into consideration when selecting artists whether or not an artist is already represented in the City's collection.

SELECTION PROCESS

After the application deadline of April 1, 2002, applications, prescreened by Arts Commission curatorial staff, will be presented to an Artist Selection Panel consisting of arts professionals, and representatives from the Arts Commission and the Library. This Selection Panel will recommend a pool of pre-qualified artists for consideration for future branch projects, based on the project criteria outlined above, to be approved by the Arts Commission.

Then community selection panels will be established for each designated library site to review slides of past artwork by those prequalified artists whose work is deemed appropriate for opportunities at their branch. The artist selection process for individual branches will not take place simultaneously, but as needed, per site.

Artists who have been selected and approved for developing artwork for any of the participating library branches will be eliminated from the prequalified candidate pool.

All artists selected by the Artist Selection Panels must be approved by the Arts Commission. The Arts Commission reserves the right to not accept any application or to not accept any artist recommended by any of the selection panels, and to reissue the RFQ for additional pre-qualified artist candidates.

Although the Arts Commission is responsible for granting final approval for an artwork proposal, the Arts Commission does work cooperatively with the client agency--which in this case is the Library--in assessing an artwork proposal, and is unlikely to grant approval to a proposal that is unacceptable to the client agency.

APPLICATION REQUIREMENTS

Please submit the following materials, as described below, all of which are required to constitute a complete application. Incomplete applications may not be accepted.

Note: if more than one artist is applying, please designate the contact person for your team on the application form.

Submit one copy of each of the following items (except for slide sheet):
1. Completed application form (attached to this RFQ).
2. A plastic slide sheet containing ten (10) numbered and fully labeled sliddes of previous artwork. Please select slides of artwork that demonstrate your qualifications for this project. Artists applying as a team may submit ten slides for each team member. *Please do not submit prints.*
3. Two (2) copies of a corresponding slide list, including title, date, media, dimension, location, a brief description of the project, and the project cost.
4. A self-addressed, correctly sized and stamped envelope for the return of slides.

Submit nine (9) complete, one-sided, collated and stapled sets of the following written materials. Each set should contain one of each of the following, in the order given. Please do not bind materials and do not submit in plastic sleeves, folders or binders.
5. Artist statement of interest (1 page maximum), including a summary of relevant past experience and your anticipated conceptual approach for design and materials to this project. Specific proposals are not requested and will not be reviewed at this time.
6. Resume (4 pages maximum).
7. Copies of relevant reviews, articles, etc. (3 pages maximum)

Regretfully, the Arts Commission cannot be responsible for lost, missing or damaged materials.

FOR FURTHER INFORMATION
Please call Anna Kvinsland, the Public Art Program Assistant, at (415) 252-2594 if you require assistance. Anna Kvinsland may also be reached via email at Anna_Kvinsland@ci.sf.ca.us.

OTHER PUBLIC ART PROJECT OPPORTUNITIES
Artists interested in public art commissions are encouraged to visit the New Requests for Qualifications page of the Public Art Program website at **http://sfac.sfsu.edu/pubart/RFQ.html** or to call the Public Art Program Hotline at (415) 252-2589. Information is updated whenever new opportunities arise.

POLICIES
Acceptance of Proposals
The Arts Commission reserves the right to reject all design proposals.

Equal Benefits Ordinance
The City and County of San Francisco, in its effort to provide equality of opportunity and equality of benefits, requires that all entities receiving public monies comply with Sections 12B and 12D of the Administrative Code, relative to provision of equal benefits to registered domestic partners and demonstration of good faith efforts to hire minority-owned, women-owned and San Francisco based subcontractors.

Americans with Disabilities Act
The selected artist(s) will be required to comply with American with Disabilities Act requirements in addition to related federal, state and local codes and will be encouraged to develop artwork(s) sensitive to programmatic as well as physical accessibility issues in cooperation with the Arts Commission and disabled communities.

Minimum Compensation Ordinance (MCO)
(This requirement pertains to artists who have over 20 employees, or artists who may have their artwork fabricated by a company with over 20 employees.) The selected artist(s) will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. Currently, the hourly gross compensation is $9.00 an hour. For the contractual requirements of the MCO, see paragraph 42 of the Ordinance. Note that the gross hourly compensation for covered employees increases to $10.00 for For-Profit entities on January 1, 2002 and increases 2.5% annually thereafter for 3 years. For Nonprofit entities and public entities, this increase is required only if the City makes the finding required by Section 12P.3(a)(ii) of the San Francisco
Administrative Code.

Additional information regarding the MCO is available on the web at
www.ci.sf.ca.us/mco.

Required Forms
The artist selected and approved by the Arts Commission shall be required to enter into contract with the City and County of San Francisco for the entire duration of the project. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the artist shall be required to maintain a San Francisco business tax certificate, and may need to obtain various types of insurance, including Automobile Liability insurance, General Liability insurance, Fine Arts insurance, and other insurance, as required by the City.

All information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

_____ Log No.
(For Office Use Only)

SAN FRANCISCO ARTS COMMISSION
PUBLIC ART PROGRAM
Library Bond Public Art Opportunities Application Form
Postmark Deadline: Monday, April 1, 2002

Artist's Name_____

Address _____

City/State_____ Zip Code _____

E-mail Address _____Telephone_____

Fax _____ Telephone #2 _____

Names and E-mail or telephone numbers of additional team members, if applicable:

Name _____ E-mail or Phone _____

Name _____ Email or Phone _____

Name _____ Email or Phone _____

To ensure that your application is complete, please check off the following items as enclosed:

_____ This completed Application Form

_____ 10 labeled slides for each team member (if applicable), in a plastic slide sheet.

_____ Slide description list (2 copies).

_____ Self-addressed, stamped envelope for return of materials.

_____ Artist's statement of interest (One page, 9 copies)

_____ Resume (Four pages maximum, 9 copies)

_____ Copies of relevant reviews, articles, etc. (Three pages maximum, 9 copies)

Voluntary demographic information to be used for statistical purpose only:

Gender: _____ Male _____ Female

Ethnicity: _____ African-American _____ Caucasian
_____ American Indian _____ Latino/Chicano
_____ Asian/Pacific Islander _____ Other _____

How did you first learn about this project? ArtWeek _____ E-mail _____ US Mail _____ Public Art Hotline _____
(415-252-2588)

Public Art Web Site _____ SF City Web Site_____ Other Web Site _____ Other _____
(http://sfac.sfsu.edu/pubart)

Applicant's Signature _____ Date _____

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SAN FRANCISCO ARTS COMMISSION

RICHARD NEWIRTH
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Attachment 3

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

Artist Selection Panel Meeting on Tuesday, April 16, 2002 at 9 AM

The Arts Commission assembled the Branch Library Improvement Program (BLIP) Artist Selection Panel specifically to review applications for the BLIP Prequalified Artist Candidate Pool. This ad hoc panel met to recommend a pool of artist candidates from which artists would be selected to develop artwork for five new library branches and one expanded branch. One or two artists will be selected from this pool for each branch by individual Community Artist Selection Panels, to include three community representatives, the branch architect, and the branch librarian.

BLIP Artist Selection Panel Members:
•Marilyn Thompson, AIA, San Francisco Public Library Branch Improvement Program Manager

•Joan Jasper, San Francisco Public Library Chief Curator

•JoeSam, San Francisco artist. JoeSam has been creating public artworks for almost twenty years, including for a library in Florida, a public health center in Seattle, and, in the Bay Area the Mountain View Civic Center Plaza, the Ice Centre in San Jose, and the Tenderloin Children's Playground in San Francisco. Most recently he completed artworks for the new Los Angeles Police Department's 77th Street Regional Headquarters, and for the Martin Luther King Pool in San Francisco. He is currently a member of an Artist Team creating artworks for Muni's new Third Street Light Rail transit line in San Francisco.

•Saudy Sanchez, Public Art Officer, San Jose Office of Cultural Affairs. Ms. Sanchez is Project Manager for the City of San Jose's Public Library art enrichment projects. She is currently facilitating the integration of artwork into 20 new libraries in San Jose. Ms.Sanchez, who has a background in construction project management, has been with the San Jose Public Art Program since 2000.

•Beau Takajara, Director and CEO of ZeroOne--The Art and Technology Network, a nonprofit arts organization. Takajara, who has a degree in Art History has worked at numerous arts organizations in the Bay Area, including The San Francisco Museum of Arts for nine years. She also worked for the Yerba Buena Center for the Arts, prior to moving to the Tech Museum of Innovation in San Jose for several years.

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SAN FRANCISCO ARTS COMMISSION

Attachment 4

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

PREQUALIFIED ARTIST CANDIDATE POOL
(The final approval of the Prequalified Artist Candidate Pool.)

ARTIST	MEDIUM
1. Seyed Alavi	Mixed media
2. Juana Alicia	Painted murals
3. Lois Anderson	Assemblage
4. Anders Barth	Carved clay
5. Teresa Camozzi	Collage, resin
6. Ann Chamberlain	Mixed media
7. Sheila Ghidini	Tile and ceramic
8. Daniel Goldstein	Metal sculpture
9. Cherrymae Golston	Quilts
10. Diane Andrews Hall	Paintings
11. Terry Hoff	Mixed media
12. Gordon Huether	Glass
13. Werner Klotz & John Roloff	Mixed media
14. Vincent Koloski	Neon sculptures
15. Reddy Lieb & Linda Raynsford	Glass and steel
16. Cork Marcheschi	Neon and metal
17. Anita Margrill	Mixed media sculptures
18. Oscar Melara & Kate Connell	Graphics, mixed media
19. Emmanuel C. Montoya & Rebecca Solnit	Painting, carved wood, writing
20. Jeff Northam & Rufus Butler Seder	Glass tiles
21. Johanna Poethig	Tiles, mixed media
22. Eric Powell	Metal gates, sculpture
23. Jon Rubin	Mixed media
24. Shan-Shan Sheng	Glass, painting
25. Amy Trachtenberg	Mixed media
26. Horace Washington	Mixed media
27. Ann Weber	Metal, ceramic tile
28. John Wehrle	Painted ceramic and relief murals
29. Rene Yung	Mixed media
30. Dana Zed	Glass

RICHARD NEWIRTH
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Attachment 5

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

Glen Park Library Community Artist Selection Panel Questionnaire

The election of the community representatives for the Glen Park Community Artist Selection Panel is scheduled to be on the agenda at the Glen Park Library Community Meeting scheduled for TUESDAY, JUNE 11th, at 7 PM at the Glen Park Branch Library.

The Arts Commission welcomes your participation in the selection of the artwork for the new Glen Park Library.

The Arts Commission will work with Glen Park residents to determine art opportunities at the new Glen Park library facility. As part of this process, the Arts Commission will create a Community Artist Selection Panel to include three community representatives, the branch librarian and the branch architect. Glen Park residents interested in participating on the Community Artist Selection Panel may complete the questionnaire on the back of this document and submit it to the Arts Commission.

The Glen Park Community Artist Selection Panel will meet to review slides and other application materials of artists from a prequalified artist candidate pool. The panel will select three finalists, who will attend an orientation meeting with community representatives, the branch architect, and Library and Arts Commission staff to discuss art possibilities for the new Glen Park branch library. Based on information obtained at this meeting, finalists will complete artwork proposals, which will be displayed at the Glen Park Branch Library for written community comment. The community panel will reconvene to select one of these three proposals for implementation, pending approval by the Arts Commission. All panel meetings are open to the public.

If you are interested in serving on the Glen Park Community Artist Selection Panel for the new Glen Park Branch Library, please fill in the information on the back of this document and mail or fax it to the Arts Commission offices. If you are *not* interested in serving on the panel, but wish to vote on the community representatives and to participate in a discussion about the artwork for the Glen Park Library, please attend the meeting on Tuesday, June 11th.

Please mail your completed questionnaire to Judy Moran, Library Bond Art Enrichment Program, San Francisco Arts Commission, 25 Van Ness, Suite 240, San Francisco, CA 94102 or fax it to 415/252-2595 by Friday, June 7th.

If you have questions, please call Judy Moran at 415/252-2586.

Please mail this completed questionnaire to Judy Moran, San Francisco Arts Commission, Suite 240, San Francisco, CA 94102 or fax to 415/252-2595 no later than FRIDAY, JUNE 7th.

Your name and address: _____

_____

_____

Your telephone number: _____

Your email address: _____

I will be attending the meeting on June 11th at which the Glen Park community panel representatives will be selected:_____
I am unable to attend the meeting, but please enter my name as an interested candidate:
_____

Please answer the following questions:
1. Are you a resident of the Glen Park neighborhood?

2. Would you be available for two or three meetings, approximately three hours each, on weekdays, between 9 AM and 5 PM from June through August of this year?

3. Which services at the existing Glen Park Library are you currently using?

4. Briefly describe your interest in serving on the Community Artist Selection Panel.

Thank you for your interest in the Branch Library Improvement Program
Art Enrichment Program.

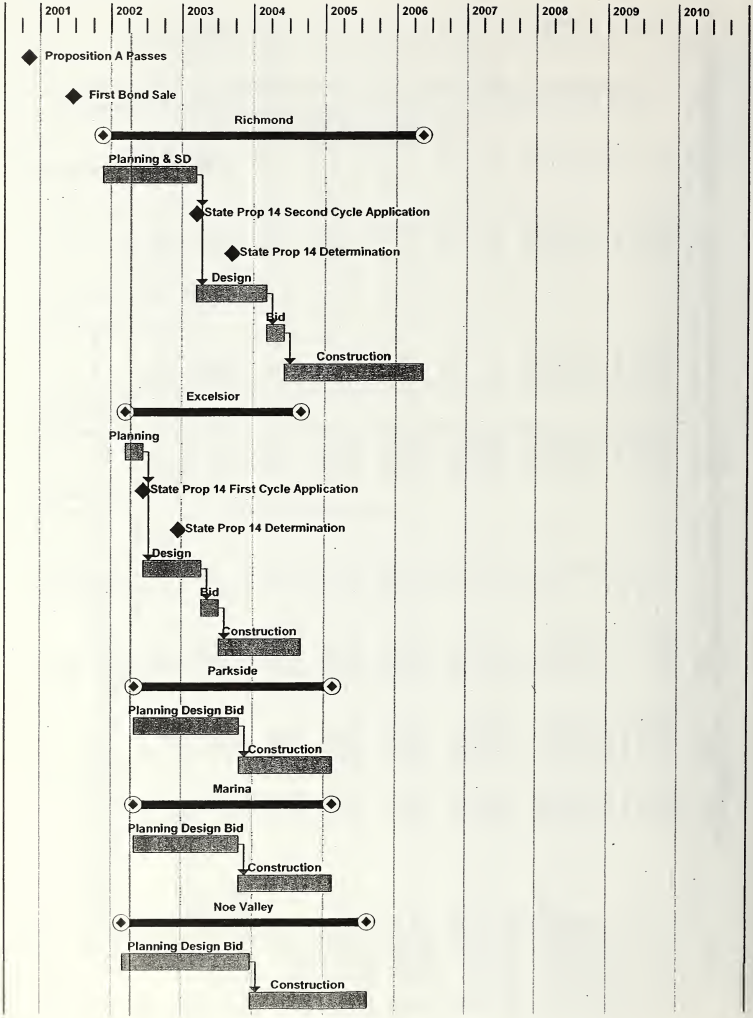
CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
April 16, 2002

			BUDGET		REVENUE							EXPENDITURES/ENCUMBRANCES		
	JOB #	Branch	Baseline Budget (10/01)	Approved Budget (2/02)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Reserve	Total Available	Budget 31-Mar-02 A	Actual 31-Mar-02 B	Balance 31-Mar-02 A - B
Phase 0 Projects														
GP	7514A	Glen Park	1,770,000	3,424,000	3,424,000			3,424,000	1,338,000		1,338,000	1,770,000	6,623	1,763,377
IN	7515A	Ingleside [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000	45,205	1,724,795
PL	7519A	Portola [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	5,000	76	4,924
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000			0
SC	7523A	Support Services / Brooks [1]	Ind	Ind				0	0		0			0
		SUBTOTAL	7,400,000	9,054,000	6,966,000	2,090,000	-	9,054,000	6,968,000	-	6,968,000	3,545,000	51,904	3,493,096
Phase 1 Projects														
EX	7525A	Excelsior	3,620,000	3,629,000	3,629,000			3,629,000	730,000		730,000	730,000	23,236	706,764
MA	7510A	Merina	4,110,000	3,904,500	3,904,500			3,904,500	760,000		760,000			0
MB	7518A	Mission Bay	3,350,000	3,350,000	3,350,000			3,350,000	3,350,000		3,350,000	80,000	50,227	29,773
NV	7511A	Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	640,000		640,000	640,000	17,381	622,619
PS	7512A	Parkside	2,640,000	2,738,000	2,738,000			2,738,000	550,000		550,000			0
RI	7513A	Richmond	7,830,000	7,248,500	148,500	4,700,000	2,400,000 (2)	7,248,500	2,370,000		2,370,000	180,747	93,654	86,893
VV	7522A	Visitacion Valley	3,250,000	3,068,500	1,808,500	1,260,000		3,068,500	820,000		820,000			0
SC	7524A	Support Services / Brooks	9,080,000	8,626,000	8,626,000			8,626,000	215,000		215,000			0
		SUBTOTAL	38,510,000	38,752,000	28,392,000	5,960,000	2,400,000	38,752,000	9,455,000	0	9,455,000	1,060,747	161,442	899,305
Phase 2 Projects														
GP	7515A	Glen Park	2,800,000	1,270,000	1,270,000			1,270,000	434,000		434,000	37,815	37,815	0
IN	7517A	Ingleside	2,800,000	2,860,000	2,860,000			2,860,000			0			0
PL	7520A	Portola	2,800,000	2,860,000	2,860,000			2,860,000			0			0
NB	7526A	North Beach	3,460,000	3,267,000	3,267,000			3,267,000			0			0
SS	7527A	Sunset	1,460,000	1,415,500	1,415,500			1,415,500	15,000		15,000			0
WP	7528A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500			0			0
		SUBTOTAL	17,460,000	15,197,000	15,197,000	-	-	15,197,000	449,000	-	449,000	37,815	37,815	0
Phase 3 Projects														
BV	7529A	Bayview	3,820,000	3,629,000	3,629,000			3,629,000			0			0
EV	7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			0
OR	7531A	Ortega	3,580,000	3,362,000	1,162,000	2,200,000		3,362,000	70,000		70,000			0
WA	7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			0
		SUBTOTAL	15,390,000	14,620,500	12,420,500	2,200,000	-	14,620,500	70,000	-	70,000	0	0	0
Phase 4 Projects														
AZ	7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE	7534A	Bernal Heights	5,350,000	5,082,500	5,082,500			5,082,500			0			0
GG	7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7538A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
		SUBTOTAL	19,660,000	18,677,000	18,677,000	0	0	18,677,000	50,000	0	50,000	0	0	0
Phase 5 Projects														
ME	7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK	7536A	Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD	7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
		SUBTOTAL	7,040,000	6,688,000	6,688,000	0	0	6,688,000	15,000	0	15,000	0	0	0
Program-Wide Services & Costs														
LM	7501A	Library Program Costs	800,000	800,000	800,000			800,000	300,000		300,000			0
CS	7500A	Program Consultants	750,000	750,000	750,000			750,000	300,000		300,000	300,000	70,161	229,839
PM	7509A	City Program Management	3,800,000	3,800,000	3,800,000			3,800,000	810,000		810,000	810,000	72,904	537,096
RE	7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AE	7503A	Art Enrichment Program	0	0	0			0	30,000		30,000	30,000		30,000
RM		Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000			0			0
FE		Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC		Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	250,000		250,000	163,715	163,715	0
SF		Program Reserve	1,875,000	8,182,500	8,432,500			8,432,500	1,450,000		1,450,000			0
		SUBTOTAL	27,605,000	32,272,500	17,522,500	0	15,000,000	32,522,500	3,060,000	0	3,060,000	1,213,715	416,780	796,935
TOTAL			133,265,000	133,265,000	105,865,000	10,250,000	17,400,000	133,515,000	20,065,000	0	20,065,000	5,857,277	667,941	5,189,336

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,128,000; Portola $1,136,000; Visitation Valley $1,380,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation

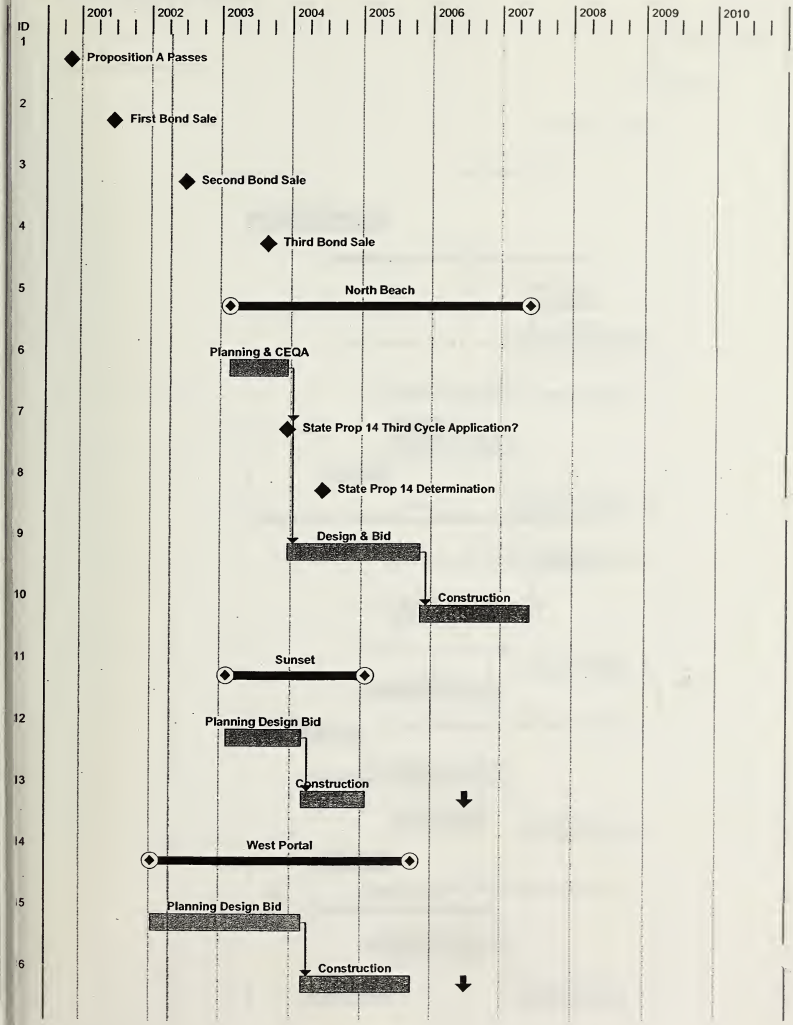
PHASE 1 DETAILED SCHEDULE

04-18-02



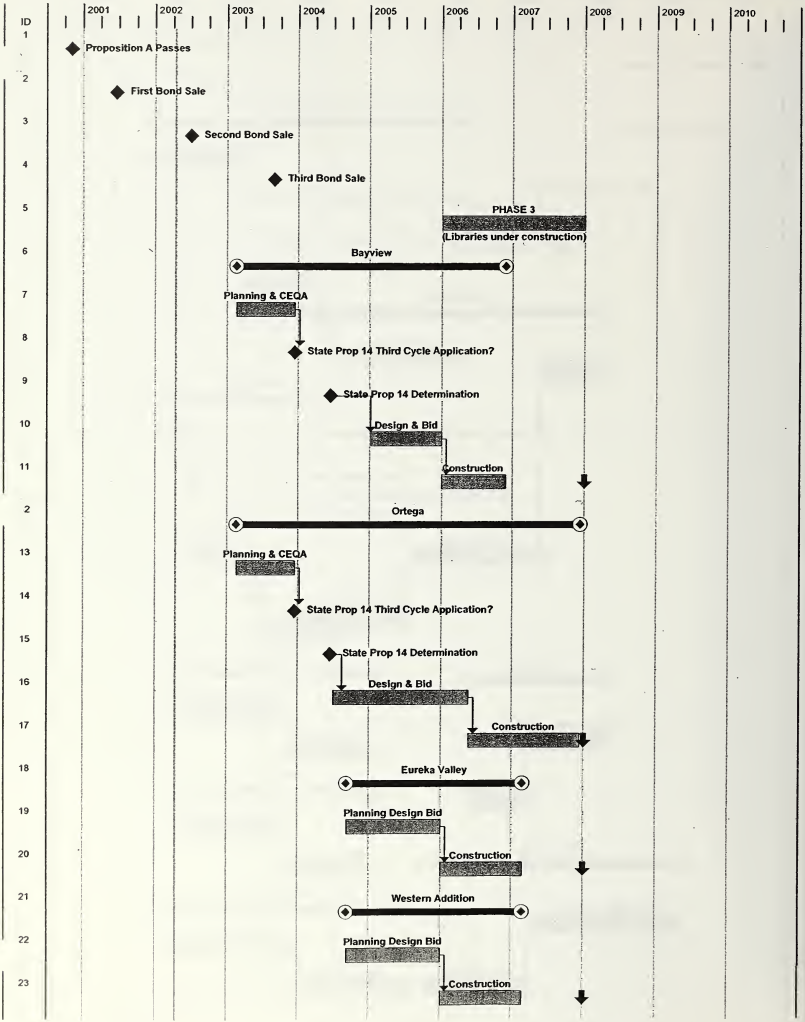
HASE 2 DETAILED SCHEDULE

04-18-02



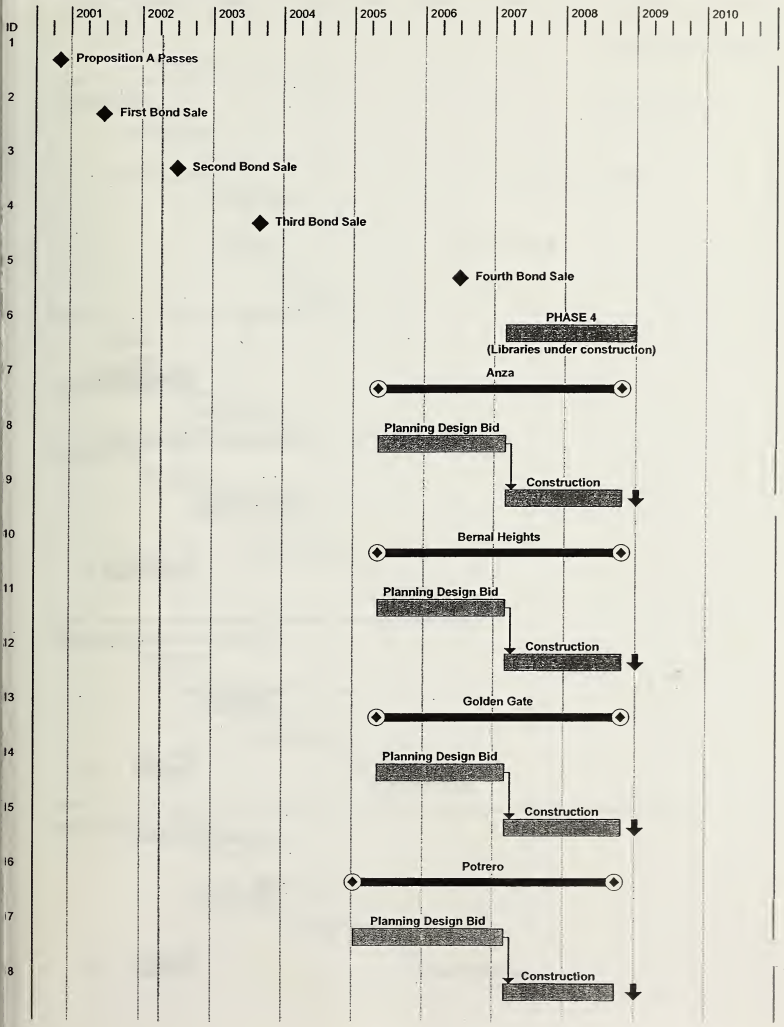
PHASE 3 DETAILED SCHEDULE

04-18-02

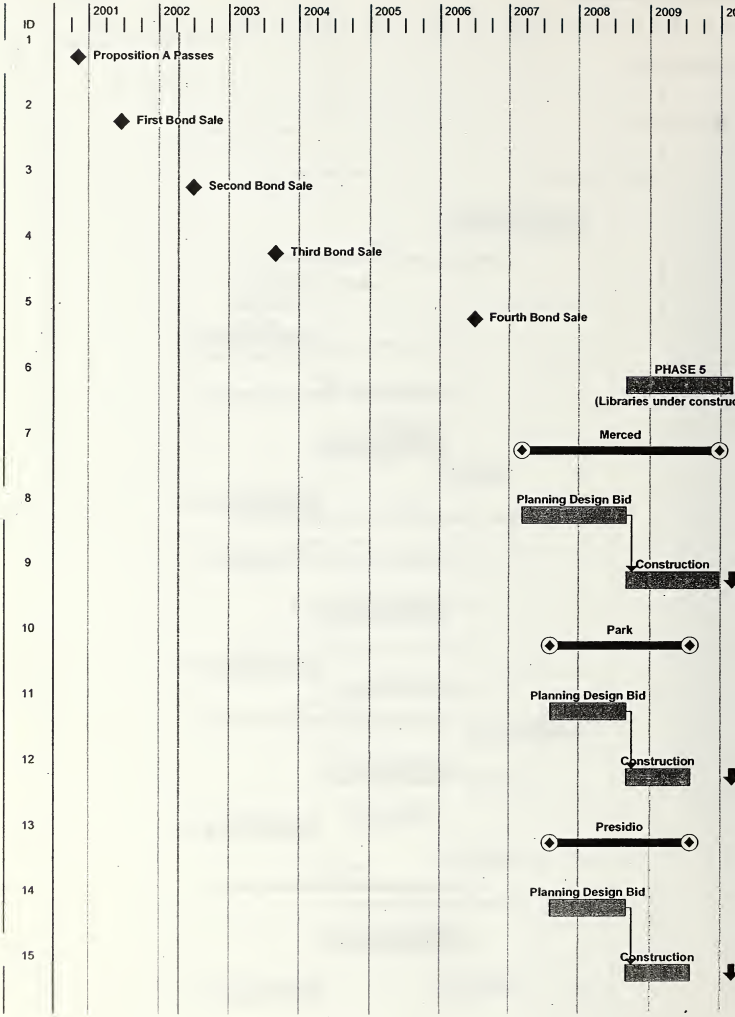


HASE 4 DETAILED SCHEDULE

04-18-02

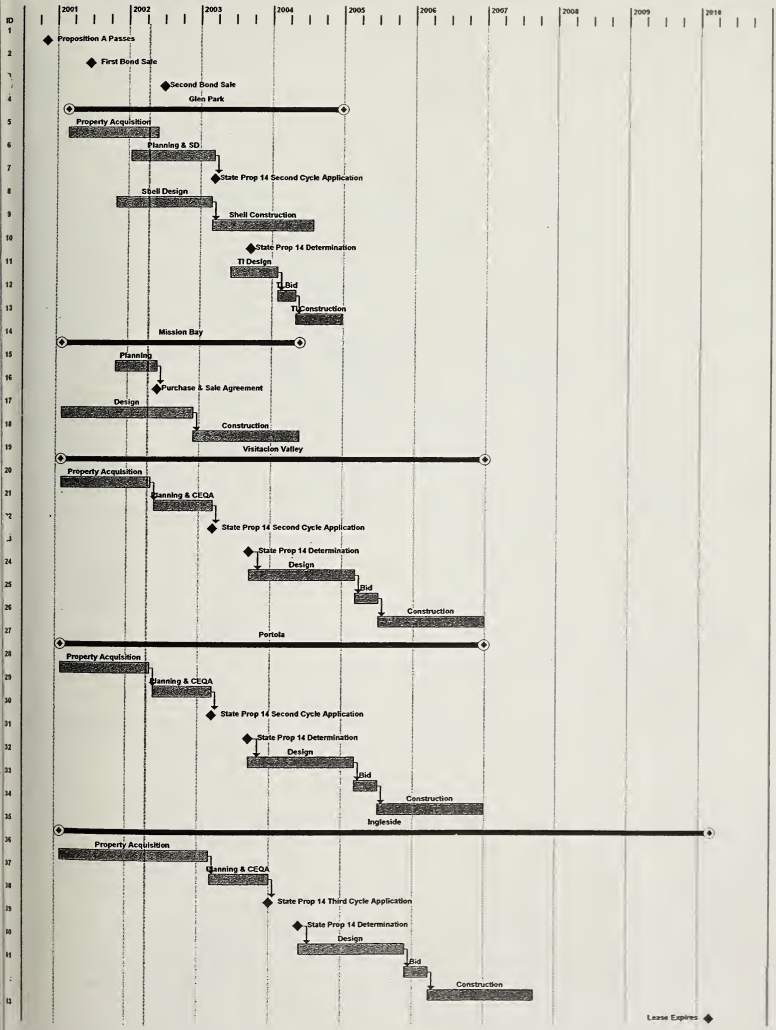


PHASE 5 DETAILED SCHEDULE



NEW CONSTRUCTION DETAILED SCHEDULE

04-18-02



Program Summary

- Monthly Library Commission Meetings added, 3rd Thursdays
  - Bond Program Managers Report
  - Agenda Items- action & discussion
- Web-site link on sfpl.org home page
- Program email address blip@sfpl.org
- Newsletter

Program History

- March 2000 State Library Bond Act passed
- November 2000 City Prop A passed
- 19 renovations in 5 phases
  - 5 active (in design or planning)
- 5 new libraries & property acquisitions
  - MBA & GPA letters of intent approved by Library Commission, active in design phase
  - VVA, ING, POR narrowed down to 2 options each

Program Summary

- Highlights:
  - Baseline Budget & Schedule
  - Public Review Process
  - Program Reserve
  - Art Enrichment Fund
  - Second bond sale Fall 2002
  - Draft MOU with DPW
  - Design Excellence Program

Financial Reports

- Fund sources:

  $105.865 million approved City Prop A November 2000 (BLIP)

  $10 million anticipated State Prop 14 March 2000 (Library Bond Act)

  $2.4 million approved City Prop A November 1989 (ESP)

  $15 million anticipated private donations

  $133.265 million total

Financial Reports

- Recap:
  - 06-26-01 $17.665 million first bond sale
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased
  - 12-20-01 Reviewed possible Mission Bay increase (budget will be revised by action on Purchase & Sale Agreement)
  - 01-17-02 Increased Program Reserve
  - 01-17-02 Created Art Enrichment fund

Financial Report Structure
Rows

Phase

Phase 0 (property acquisitions)
Phase 1
Phase 2...

Branch

Excelsior
Marina...

Category (coming soon)

Hard Costs
Soft Costs
FF&E
Relocation / Moving

Financial Report Structure
Columns

All fund sources

Includes encumbrances

Budget			Revenue		Expenditures		
Orig 10/01	Current xx/02	Prop'd xx/02	Strategy	Appropriated	Budget	Actual	Balance

Active Projects-
Site Acquisitions

- Mission Bay
- Glen Park
- Portola
- Ingleside
- Visitacion Valley
- Support Services Center

Active Projects

- Richmond
- Excelsior
- Noe Valley
- Parkside
- Marina

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Ingleside Branch Library Site Selection
Date: April 18, 2002

Staff is recommending that the Commission approve the Sunset Auto site as the preferred site for the new Ingleside Branch Library and direct the City's Real Estate Division to enter into purchase negotiations with the property owner.

I wanted to recap the history of the Ingleside site selection process for your information. The new Ingleside Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate Division, surveyed the neighborhood for potential sites. The Library held a community meeting on March 28, 2001, in which we presented eight sites for the new library, including the current Bank of America leased facility. The participants clearly narrowed the field of potential sites to four, which included one site that had not been identified by Real Estate. On July 10, 2001, there was an informal site status review with the Friends of the Ingleside Branch Library. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation are as follows:

- 1649 Ocean Ave. - Existing leased location
  Study to review feasibility of building conversion for library use completed.
- 1250 Ocean Ave. - Sunset Auto
  Owner is interested in selling property.
- 1945-1957 Ocean Ave. – Ramallah Hall
  Owner is not interested in selling property. Used by a variety of groups for events which would trigger complex relocation costs.
- 1801-1815 – San Francisco Church Assembly (formerly Red Roof Restaurant)
  Owner is not interested in selling property.

Community members also suggested an additional potential site which was investigated by Real Estate. The site, at 2020 Ocean Ave., currently houses several small businesses including a 7-11, Taco Bell and Kentucky Fried Chicken. The owner did not respond to letters of inquiry regarding interest in selling and relocation costs for current businesses were estimated to be prohibitively high.

With this review, the field has actually narrowed to two sites, the current leased location and the Sunset Auto site. Attached is project cost and background information on both sites. Here is a summary of key points regarding the sites:

Current leased location – 1649 Ocean Ave.

- Excellent, visible location in center of current Ingleside neighborhood
- Project costs for purchase and renovation are $2.2 million over project budget
- Lot size 7,865 square feet, no room for expansion on ground floor
- Feasibility report by Joseph Chow & Associates, Inc. recommends new facility
- Library service impacted during construction closure (21 months)

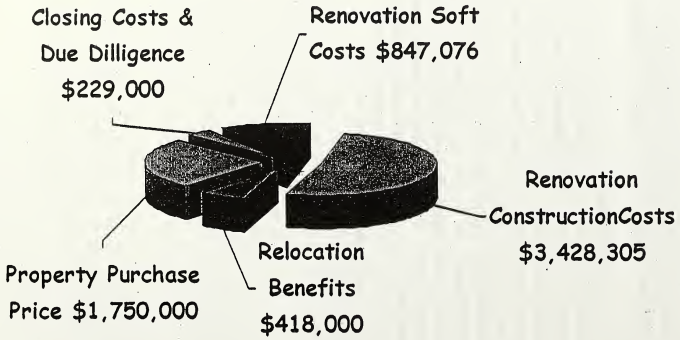
Sunset Auto – 1250 Ocean Ave.

- Location is somewhat removed from center of neighborhood, but City Planning is actively programming this area and anticipate new housing and retail facilities near the site
- Project costs are $384,000 over project budget
- Lot size 11,120 square feet, allowing ground floor expansion
- Concern regarding toxics, will be determined in required testing, seller is required to provide City with clean sight
- Continuous service at current location while new library under construction

A community meeting was held at the library on April 3, 2002. The above information was reviewed; and all participants were informed that the Library would be recommending the Sunset Auto site to the Commission at the April 18th meeting. There was lively discussion regarding the pros and cons of both sites. Most participants were in support of the Sunset Auto site, although some concerns were expressed regarding the location. Other parties have expressed interest in the Sunset Auto site; and we believe that it is important to begin to enter into negotiations in a timely fashion, if the Commission approves this recommendation.

Attachments

1649 Ocean Avenue



- Property Purchase Price $1,750,000
- Closing Costs & Due Dilligence $229,000
- Renovation Soft Costs $847,076
- Renovation Construction Costs $3,428,305
- Relocation Benefits $418,000

Purchase price & Relocation Benefits are estimated based on preliminary inquiry by the Department of Real Estate.

Construction Costs are as estimated in report dated April 2002 by Joseph Chow & Assoc. with funds added for exclusions. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with a construction project of this type. Closing costs include City Attorney, due-diligence reports, Title Insurance, Alta survey, etc.

Moving costs & Real Estate Department are provided for elsewhere.

1649 Ocean Avenue

FORECAST PROJECT COST	$6,672,381
AVAILABLE FUNDS	$4,430,000
DIFFERENCE	($2,242,381)

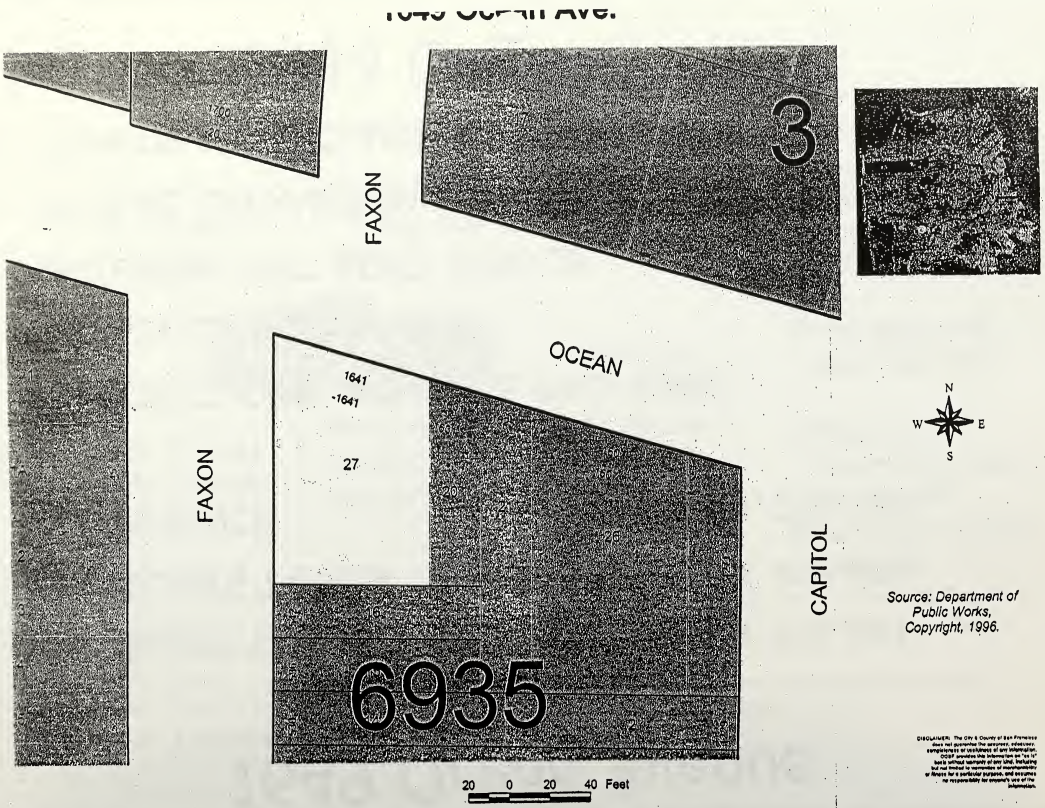
EARLIEST OPENING DATE FALL 2007

LOT SIZE: 7865 SF

BUILDING NET SIZE: 6000 SF

FUTURE EXPANSION: 0 SF (EASEMENT REQ'D)

TEMPORARY CLOSURE: 21 MONTHS



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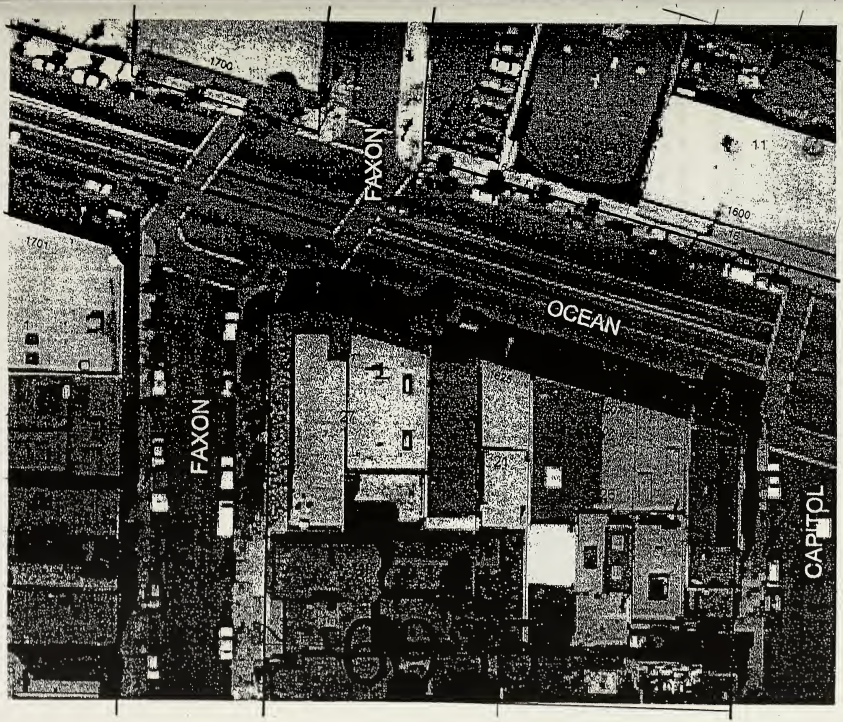

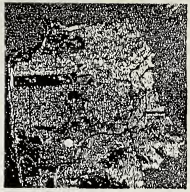

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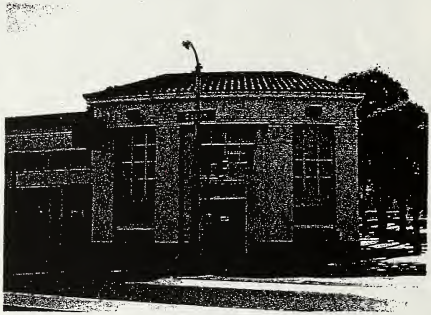
CITY AND COUNTY OF SAN FRANCISCO
LIBRARY BOND PROGRAM



Assessment Report for

1649 OCEAN AVENUE

San Francisco, California

Submitted By:

JOSEPH CHOW & ASSOCIATES, INC.
650 Delancey Street, Suite 211
San Francisco, California 94107
Tel: 415-777-1288 / Fax: 415-777-2552

April 8, 2002

B. **Accessibility:** To comply with the City's mandate for accessibility to ease the flow of services and provide the maximum area available for public library services the Library should operate on one level. This would require the demolition of the existing floor slab, site grading, and pouring of a new slab. This work would require the Contractor to shore the existing building and the adjacent building while this work is ongoing.

C. **Technology:** The Library hopes to have up to 20 Public computers and 3 Express computers on line when a new library is opened. It is possible to fit these computers in the new library however some seating and table area dedicated to patron reading, studying, etc. may need to be sacrificed in order to provide enough space for computers use. Due to the existing building structural, available free space, and lack of ceiling plenum space in the Main Reading Room the possibility of adding additional computers would be difficult.

The City will need to upgrade the existing telecommunication infrastructure to accommodate new computers and to allow access to the Internet and the Libraries Intranet.

D. **Seismic and Mechanical/Plumbing/Fire Protection, and Electrical Upgrades:** The existing building structure and utilities are outdated and reaching the end of their useful life. The structure is in need of seismic reinforcing and all utilities should be replaced.

See Structural, Mechanical/Plumbing/Fire Protection, and Electrical Narratives for this Scope of Work.

* * *

As part of our assignment for this project, we are to provide City support in their decision making process for this Library. Whether the City decides to keep the Library in its present location or relocate it the City will need to purchase the land the Library will occupy per Proposition A. The question is whether or not it would be beneficial to renovate the existing library or to construct a new one.

A renovation project would include a major overhaul of the existing HVAC and electrical utilities as well as seismic strengthening. Taking into consideration the complexities of upgrading the building to current building codes and the functionality of the space, as well as the associated time and financial impacts of a renovation project we would recommend the City review the potential of purchasing land and building a new library, which would be specifically designed to meet all of the desired program needs.

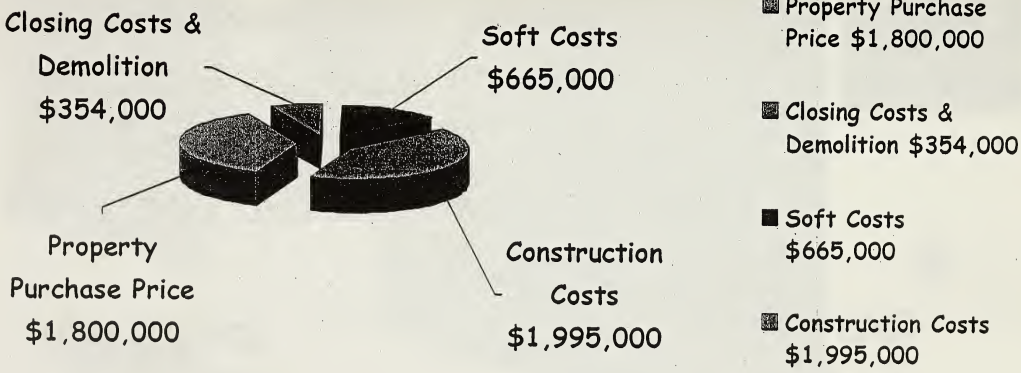
A new library will allow the City to incorporate future expansion requirements easily. With the growing population in the foreseeable future and the importance of the written word, as well as the need to communicate in an electronic media a new library would be able to adapt to the future and grow as the neighborhood grows.

If the City decides to maintain the Library in its current location, the facility can be used somewhat successfully as a Library, however as the future draws near, the Library will be limited and restrained in its current envelope and utility infrastructure. Financial investments in a renovation project such as this would be relatively short term, as the need to upgrade this Library in size and technology will only increase.

A major impact associated with a renovation project on the existing site is the 18 months to 2 year construction period. During this time Library services could not be provided on site due to the extent of work required.

The City and the community would be better served if the City could provide a new Library meeting or exceeding all building codes, incorporating energy efficient design, and providing for the Library's current and long term needs.

1250 Ocean Avenue



Purchase price is estimated based on preliminary inquiry by the Department of Real Estate.

Construction Costs are budgeted for new construction. Furniture & moveable equipment is not included.

Soft costs include all professional services & permit fees associated with a construction project of this type. Closing costs include City Attorney, Title Insurance, Alta survey, demolition costs, utility connection fees, etc.

Moving costs & Real Estate Department are provided for elsewhere.

1250 Ocean Avenue

FORECAST PROJECT COST	$4,814,000
AVAILABLE FUNDS	$4,430,000
DIFFERENCE	($384,000)

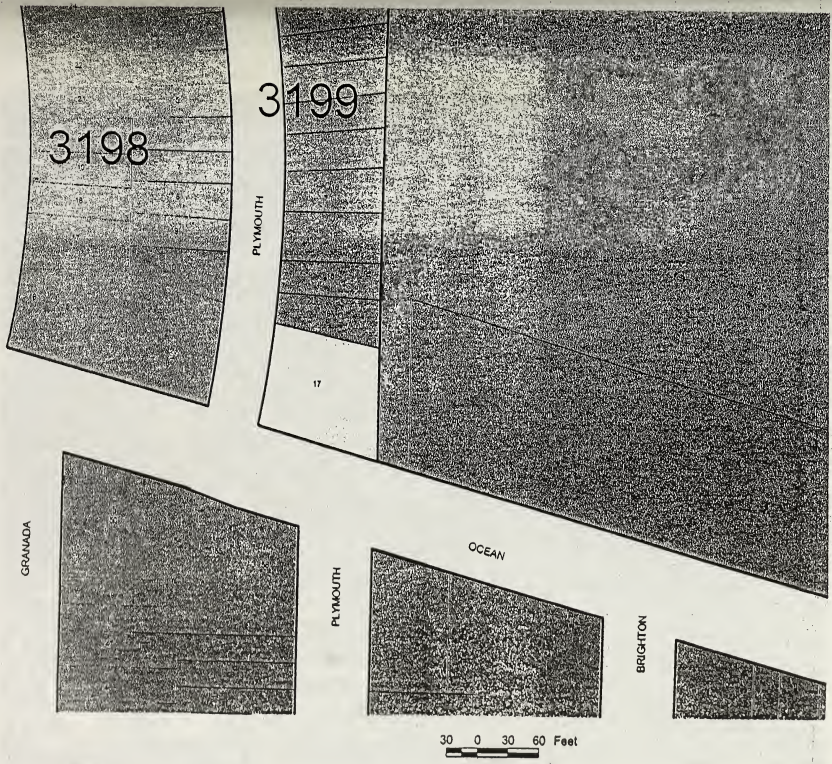
EARLIEST OPENING DATE FALL 2007

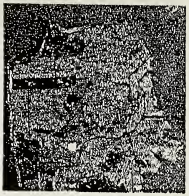
LOT SIZE: 11,120SF

BUILDING NET SIZE: 6000SF

FUTURE EXPANSION: 4500SF +

TEMPORARY CLOSURE: 0 MONTHS





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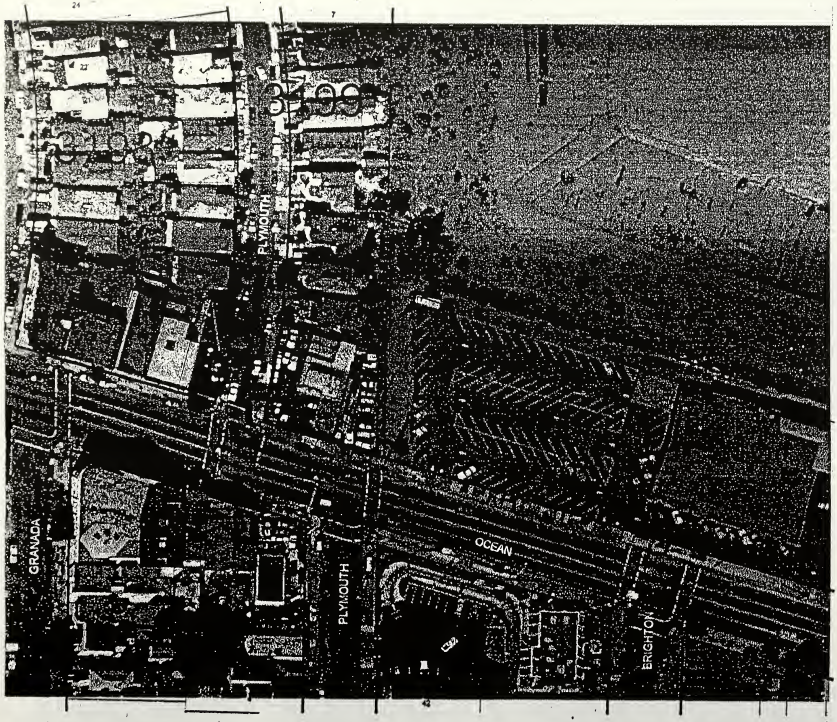
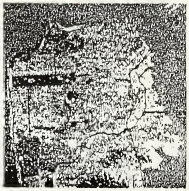
1250 Ocean Ave.





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San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To:	Library Commission
From:	Susan Hildreth, City Librarian SH
Re:	Proposition 14 application for Excelsior Branch renovation
Date:	April 18, 2002

Library staff is working diligently to prepare the Proposition 14 (State Library Bond Act) application for the Excelsior Branch renovation. The Commission will be asked to recommend approval of this application to the Board of Supervisors on Tuesday, April 30, 2002, at a special Commission meeting at 1pm in the Koret Auditorium, Main Library. Although the application is due in Sacramento on June 14th, 2002, we anticipate that it will require six weeks to obtain the various reviews and approvals required through the Board of Supervisors. The application is very detailed and includes many attachments. Due to the significant amount of staff work required to prepare the application, we will not be able to provide the Commission with copies of the application prior to the April 30th meeting. Therefore, we wanted to provide you with an outline of the materials that you will be reviewing on April 30th. The outline of the application package is listed below:

- Project application
- Boundary survey, showing metes and bounds of proposed site, stamped and signed by a licensed land surveyor
- CEQA categorical exemption – statement of basis for claim and copy of Notice of Exemption
- Visual record of library
- Proof of marketable record title
- Required studies for remodeling – structural, hazardous materials, energy audit, ADA study, project feasibility study
- Community library needs assessment
- Library plan of service
- Library building program
- Conceptual plans
- Projected construction cost estimate based on conceptual plans
- Governing body resolution of availability of funds

We will be able to review the application and attachments in detail on April 30th.

DRAFT

SF
P76
#2
5/16/02
draft

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
JUN 13 2002
SAN FRANCISCO
PUBLIC LIBRARY

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, May 16, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, May 16, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01 PM by President Higueras.

The following members were noted present: Commissioners Bautista, Chin, Higueras, and Steiman. Commissioners Coulter, Streets, and Swig were reported excused attendance.

President Higueras announced that due to the potential loss of a quorum by 5:30PM he was reordering the taking of agenda items as #1, #2 to #4, #3 to #2, #4 to #5, #5 to #3, then items #6 through #8 in posted order.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF APRIL 18, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF APRIL 18, 2002

Mr. Peter Warfield called attention to errors and omissions in the minutes. Mr. Warfield in particular cited the lack of details of fundraising costs related to the discussion of the Gift Policy, concerning Charlie Dunn's comments on potential relocation costs for businesses, and aspects of the Deputy City Librarian's report concerning proposals that there be no traditional replacement facilities used during the Branch Bond Program. Mr. Ed Regan commented that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF APRIL 18, 2002

MOTION: for approval of the April 18th Minutes by Commissioner Chin, seconded by Commissioner Steiman.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #3 ART ENRICHMENT PROGRAM (taken 2nd)
(Explanatory document: Art Enrichment Master Plan, proposed Art Enrichment Program Fund.)

Marilyn Thompson, Branch Bond Program Manager called attention to and briefly discussed the two documents addressed under this item: the Art Enrichment Master Plan, a discussion item; and approval of the proposed Art Enrichment Fund, an action item. The Bond Program Manager discussed the details of the $302,000 Master Plan providing for the six bond projects, Richmond, Visitacion Valley, Portola, Ingleside, Glen Park, and

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Mission Bay that would receive art works through the Art Enrichment Program. Ms. Thompson noted that should the scale of other branch projects be increased they too might be eligible for inclusion in the Art Enrichment program. Ms. Thompson then introduced Jill Manton of the Arts Commission, who provided the Commissioners with a step by step overview of how these projects would be managed, public input gathered, artists selected, and the works chosen produced. Ms. Thompson then requested that the Commissioners approve selection and placement of $302,000 for the six described art projects.

Public comment on AGENDA ITEM #2 ART ENRICHMENT PROGRAM

An anonymous member of the public found the administrative costs ascribed to the Art Enrichment Program excessive and wondered how the remaining amounts would be apportioned among the six projects. The anonymous member of the public inquired as where was discretion in the program, noting an apparent 2% cut in the funds available for art, and criticized the selection process described as involving handpicked neighborhood representatives. Mr. Ed Regan asked whether the art was to be located inside or outside the buildings. Mr. Peter Warfield recommended that the Commission delay action on this proposal to allow more time for discussion and expressed concern about honorariums proposed to be paid to those involved in the selection process. Ms. Jeannene Przyblyski, Noe Valley, commented that the Noe Valley Branch was not scheduled to receive art work under this proposal and suggested that there were other ways to fund good public art works for all of the branch libraries in addition to the percent for art set aside.

Commission comment on AGENDA ITEM #3 ART ENRICHMENT PROGRAM

In response to public comments, Ms. Thompson noted that the work proposed for the Noe Valley Branch did not rise to the level that triggered creation of a set aside for public art. The Bond Program Manager reported that the art works could be located either inside or outside the building. In response to questions by President Higueras, Ms. Manton outlined the jurisdiction of the Art Commission over these matters and discussed the cooperative work being undertaken among the Art Commission staff, Library staff, and the community to identify and select artists and plan for art works for the designated branch libraries. Ms. Manton further clarified that the administrative costs for these projects was set in the city's administrative code and was standard for all such projects. In answer to further questions by President Higueras, Ms. Manton described how the panels were established to consider artist selections and the role of the Art Commission's Visual Arts Committee in overseeing the process. Ms. Manton described how community representatives would be selected and those selected would be paid a $65 honorarium for their service. In response to questions by Commissioner Bautista, Ms. Manton discussed how the lists of pre-qualified artists were developed and discussed the library related work experience of some artists. Responding to comments and questions by Commissioner Chin, Ms. Manton discussed the professional standards for the artwork and addressed concerns that the diversity of cultural traditions in the community be reflected in the artists and art works selected for these projects. Ms. Manton informed the Commissioners that background information on the requests for proposals relating to the neighborhood art projects and the selected artists was available

The number of members of the public who spoke anonymously at this meeting. 1

through the Art Commission.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman authorizing moving the 2% mandated for public art from six eligible projects into the Art Enrichment Program Budget established Jan. 17, 2002.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #5 SITE ACQUISITION: PORTOLA BRANCH

City Librarian Susan Hildreth presented a background discussion of the process to date in pursuing an opportunity to located the new Portola Branch Library on school district property adjacent to the Dr. Martin Luther King, Jr. Middle School. Then she described the proposed alternative location at the site of the former Boys and Girls Club on San Bruno Avenue. The City Librarian requested that the Commissioner authorize the Department of Real Estate to continue to try to achieve an agreement with the San Francisco Unified School District until July 1. If this process proved unsuccessful after that date it was her recommendation that the Library focus its efforts on negotiations on acquisition of the former Boys and Girls Club location. The City Librarian indicated a strong preference for the school site commenting on the various advantages of such a location as well as the likelihood that the project could qualify as a first priority Prop. 14 (State Library Bond) project. Ms. Hildreth discussed the rationale for the time limit on negotiations with the school district and then called attention to the merits of the Boys and Girls Club site as a backup option. Ms. Hildreth then introduced Mr. Charlie Dunn who provided the Commissioners with more details concerning various proposed sites considered to date

Public comment on AGENDA ITEM #5 SITE ACQUISITION: PORTOLA BRANCH

An anonymous member of the public commented that the public had not been offered a specific project to discuss and expressed concern with the implications of a Prop. 14 project tied to a relationship with the schools. This anonymous member of the public noted concerns about adults entering a school site and called attention to problems experienced at the Ortega branch that was similarly configured. Mr. Ed Regan commented that he believed the current location the best site although the school site had been voted most popular by those attending a community meeting he had attended. Mr. Regan expressed concern that overflow from the school would negatively impact meeting needs of adult patrons citing problems he had experienced at the Parkside Branch. Mr. Peter Warfield commented that the report had not fully discussed the budget for this project nor addressed the implications of a partnership with the school district and urged that the Commission delay consideration of this proposal until more details were made clear. Mr. Warfield also cited problems with vandalism at the Ortega Branch and noted the desire that the proposed branch be a one-story facility. Mr. Warfield suggested that the need for state funds may have too great an influence, questioned any partnership with the school district given its bad reputation, and commented that the Commission should look to what is best for the Library.

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Commission comment on AGENDA ITEM #5 SITE ACQUISITION: PORTOLA BRANCH (Explanatory document: Portola sites acquisition memo)

Vice President Steiman pointed out that it was desirable that all of the new facilities be one story because of staffing issues. In response to questions Ms. Hildreth indicated that future expansion would be possible on the school site. Commissioner Bautista spoke extensively concerning the advantages of locating the Library adjacent to the Martin Luther King, Jr. Middle School with which she was very familiar. Ms. Hildreth highlighted the cooperative efforts of the school's Principal, Mr. James Taylor in making this project a possibility and discussed how the relationship with the schools could be managed to benefit both the schools, the library, and the neighborhood. In response to President Higueras comments that the library was already very popular with neighborhood kids and did serve in some ways as a de facto child care center, Library Chief of Children and Youth Services, Toni Bernardi discussed how the Library could make very effective use of cooperative relationships with the neighboring schools. President Higueras noted that the school site seemed to be the best choice, particularly considering the availability of Prop. 14 (State Library Bond) funds for such a project, but also noted that it would be a win/win for the neighborhood even if Prop. 14 were not a consideration. Commissioners Chin and Bautista, noting their familiarity with the school, cited many benefits that would result from locating the library at the school site. President Higueras responding to comments about problems experienced at the Ortega Branch noted the unique nature of that location and that the new branch could be designed to address any similar concerns.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to pursue negotiations with the San Francisco Unified School District for the purchase of property located on the grounds of the Dr. Martin Luther King, Jr. Middle School as the site for a new Portola Branch Library until July 1, 2002, and if unsuccessful to begin negotiations thereafter for the acquisition of the site of the former Boys and Girls Club .

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

President Higueras announced that, as the Commission was losing its quorum, the remaining business of the meeting would be continued to Tuesday, May 21, 2002 following the conclusion of a proposed special meeting.

The meeting adjourned at 5:27PM continued to Tuesday, May 21, 2002 following the conclusion of a proposed 4PM special meeting.

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

[illegible] Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, May 16, 2002 as continued on Tuesday, May 21, 2002.

The San Francisco Public Library Commission continued the business of its regular meeting begun on Thursday, May 16, 2002 on Tuesday, May 21, 2002 in the Koret Auditorium, Main Library.

President Higueras called the continuation of the May 16th meeting to order at 4:55 PM.

The following members were noted present: Commissioners Bautista, Chin, Higueras, and Steiman. Commissioners Coulter, Streets, and Swig were reported excused attendance.

AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson reported that there would be no informational report at this meeting and then noted that there had been no changes in the reported Bond Program Budget or Schedule since her last report. The Bond Program Manager noted that Bond Program expenditures and encumbrances totaled $723,109 through April 30th. Ms. Thompson then called attention to the current six-page program schedule report. The Bond Program Manager then gave the Commissioners a detailed update on site acquisition activities related to the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries. Ms. Thompson next outlined ongoing work on the active projects at the Richmond, Excelsior, Noe Valley, Marina, and Parkside branches. The Bond Program Manager then gave the Commissioners an update on community outreach activities, listing Bond Program related community meetings sponsored or attended by the library staff. Ms. Thompson reported that a Bond program website was up and running and that a Bond Program newsletter had issued its first edition last month and that a second would be issued in June. The Bond Program Manager reported that there would be no special report this month.

Public comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that they hoped the reported Richmond Branch Design workshop would be something other than a fundraising event. This anonymous member of the public also commented that the explanatory documents were difficult to read. Mr. Peter Warfield expressed disappointment at not having community

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meeting notes from an April 20th Excelsior Branch Community meeting and noted concern that complaints concerning the loss of books and book space were not reported. Mr. Warfield suggested that Library Administration had already made decisions about the branch without clearly describing them.

Commission comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higueras, Ms. Thompson discussed information on the various projects available on the Bond Program website.

AGENDA ITEM #2 DESIGN EXCELLENCE PROGRAM
(Explanatory document: Design Excellence Program guidelines)

Bond Program Manager Marilyn Thompson outlined the goals: to provide facilities that reflect the mission of the San Francisco Public Library: to embody state-of-the-art architectural design; and to employ a process that creates productive synergy between design teams, library staff and the community. Ms. Thompson then discussed the three elements of the proposed Design Excellence Program: a rigorous architect/engineer selection process; distinguished architect, interior designer, and planner peer reviewed design review; and an extensive public review process. Ms. Thompson outlined how the selection process would work for both the renovation and new construction projects and described in detail how the design review panels would be selected and how they would function. Ms. Thompson then provided the Commissioners with an overview of the community and Library Commission based public review process. The Bond Program Manager then discussed the chart showing how a typical complex project would be handled. Ms. Thompson described the public planning process from initial planning to conceptual design, schematic design, the production of construction documents, the bid process, the actual construction phase, and finally close out for a typical project.

Public comment on AGENDA ITEM #2 DESIGN EXCELLENCE PROGRAM

An anonymous member of the public commented favorably on the interest shown in ideals noting that they were overdue and lacking when the Main Library was built. This individual noted that thus far the Library had rushed through the process on branch bond projects and wondered if this program was going to be taken seriously noting the Foundation's private design event and finding themselves not encouraged. Mr. Ed Regan suggested that the building would be judged by their exterior design and expressed a preference for use of red brick on branch library exteriors as durable and attractive. Mr. Warfield commented that it was a good thing to have an outline but was not sure what action was to be taken. Mr. Warfield expressed preference that the Library Commission be involved in the first steps of the process suggesting that the Excelsior Branch design had been done without Commission input or involvement. Mr. Warfield also noted that it was unclear when members of the public would become involved in this process unless they were specifically invited to do so. Mr. Warfield expressed strong interest in being involved in planning and wanted to help with branch library designs

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Commission comment on AGENDA ITEM 2 DESIGN EXCELLENCE PROGRAM

President Higueras commended Ms. Thompson's carrying out the Library Commission's mandate to pursue design excellence on Branch Library Bond program projects. Commissioner Chin called attention to the importance of getting the best value for the funds budgeted for each project without being cheap. President Higueras noted that part of getting good value would be to consider how to maximize the life of the new building agreeing with Commissioner Chin's observation that the best value was not necessarily the lowest bid and that the community expects work to the highest standards. Commissioner Bautista noted that red brick was not an appropriate material for meeting current meet seismic safety standards as an exterior material. In response to Vice President Steiman's question concern architectural design that imitated historical styles, Ms. Thompson and President Higueras spoke to how this process would allow the development of designs that arose from cooperation between the designers and the community that reflected the context of the urban environment. President Higueras called attention to the importance of sustainable design and designs that maximized access to natural light sources in the Bond Program building design.

AGENDA ITEM #3 LIBRARY 2002/03 BUDGET UPDATE

Mr. George Nichols, Library Finance Director, brought the Library Commissioners up to date with the most recent information concerning development with the projected $117 million City Budget shortfall. In particular, Mr. Nichols discussed changes in revenue projections and their likely impact on the 2002/03 Library Budget that the Mayor would present to the Board of Supervisors for its consideration. The Library Finance Director reported that the Mayor had agreed to three augmentations of the 2002/03 Library Budget requested by Library staff including: $340 million for public copying and printing; $45,000 for a new delivery truck; and an additional $250,000 for the book budget. Mr. Nichols then discussed the situation that led to the need for additional funds for public printing and copying resulting from the cancellation of the Pinnacle Contract and the terms of the new Xerox Contract. The City Librarian suggested that should the Commissioners agree that it would be useful that the Library Commission send a letter to Mayor Brown indicating support for the augmentations recommended by library staff. Mr. Nichols concluded his report noting difficulty in projecting the final outcome of budget developments because of unknown factors such as additional state budget reductions, and changes made by the Mayor and the Board of Supervisors during deliberations on the overall 2002/03 City budget.

Public comment on AGENDA ITEM #3 LIBRARY 2002/03 BUDGET UPDATE

An anonymous member of the public questioned the identification of this item as an action item, noting that it was not clear what action could be taken. This person found that this report was good news/bad news, suggesting a shift in the sources of revenues could result in a shift in priorities. Mr. Peter Warfield noted that there was nothing more important that the budget, requested greater documentation noting the lack of an explanatory document, and expressed concern at the size of the increase in the book budget.

The number of members of the public who spoke anonymously at this meeting. 1

Commission comment on AGENDA ITEM #3 LIBRARY 2002/03 BUDGET UPDATE

In response to Commissioners' questions the City Librarian noted that the Library Commission's City Charter obligations to review and recommend the Library Budget had been completed but that a letter of support for the augmentations proposed by Library staff would reflect their approval of them. In response to Commissioners' questions the City Librarian and Mr. Nichols noted the fluid nature of the budget process and pointed out that the report had been noticed as an action item to allow the Commissioners' flexibility in how they wanted to respond to the proposed budget changes. Commissioner Bautista noted that while a letter wasn't necessary it might be a good idea. Vice President Steiman observed that it was important that the Commission signal its approval of the changes.

MOTION: by Commissioner Steiman, seconded by Commissioner Chin requesting that a letter from the Library Commission be sent to Mayor Brown in support of the 2002/03 Library Budget augmentations proposed by Library staff.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #4 PUBLIC COMMENT

An anonymous member of the public commented that they were estranged from the Commission, noting that they had left the previous meeting angry that the Commission had not taken public comment. This individual commented that they did not wish to be with the Commissioners because of how they treated everyone. Mr. Peter Warfield found it unfortunate that Public Comment was not taken at the last meeting, suggesting that there had been sufficient time to do so. Mr. Warfield had questions regarding the $3.2 million increase in the Library Budget, noting that all the proposed additional items did not add up to this amount, and suggesting that the increase in the book budget was very small considering the overall increase in the funds available to the Library.

AGENDA ITEM #5 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the meeting be adjourned.

Public comment on Agenda item #5 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The meeting was adjourned at 6PM.

Michael Housh, Commission Secretary 5/31/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Library Commission

May 16, 2002

1. Approval of Minutes

Explanatory document available:

Draft Minutes

2. Art Enrichment Program

Explanatory documents available:

Master Plan- Discussion

Proposed Art Enrichment Fund- Action

Art Enrichment Program

- By Action of Commission 1/17/02, a single Art Enrichment Fund was created
- By Action today, funds will be pooled into the Art Enrichment fund
- Six projects are eligible for public art program (new construction & major remodel / additions) - Richmond, Visitacion Valley, Portola, Ingleside, Glen Park, Mission Bay
- 2% of construction budget is mandated for public art
- Total art funds available $302,000
- Discussion- Master Plan describes process for selecting & placing art among these six projects

Art Enrichment Master Plan Discussion

Jill Manton, Program Director

Public Art Program

Art Enrichment Program

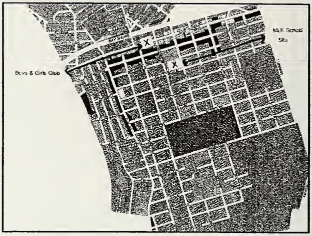
2% of Construction (estimated) $302,000

Action

3. Site Acquisition: Portola Branch

Explanatory document available:

Memo



4. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Program Budget Report

Explanatory document available:

Current Budget Report

Program Budget Report

- Recap:
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased (scope of project increased 2,500 square feet)
  - 12-20-01 Reviewed upcoming Mission Bay increases (budget will be revised with Purchase & Sale Agreement)
  - 01-17-02 Increased program-wide Reserve (reduced projects 5%)
  - 01-17-02 Created single Art Enrichment Fund
  - TODAY-Changes by Commission action will be presented next month

Program Schedule Report

Explanatory documents available:

New Construction Detailed Schedule

Phases 1-5 Detailed Schedules

Program Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRDA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Recommend eliminating gap waiting for State grant determinations on RIC, NOB, EXC
  - TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina, Parkside

Community Outreach Update

- Library sponsored meetings:
  - 5/9 Mission Bay Community Meeting
  - 5/30 Mission Bay Art Program Meeting
  - 6/6-9 Richmond Design Workshop
  - 6/11 Glen Park Community Meeting
  - 6/12 Branch Library Improvement Program Advisory Committee
- Library invited as guest:
  - 5/11 District 10 Town Hall
- Website
- Newsletter

Community Outreach Notes

- The following meeting notes are available:
  5/9 Mission Bay Community Meeting

Special Reports

There are no special reports this month.

5. Design Excellence Program

Explanatory document available:

Design Excellence Program Guidelines

Design Excellence Program

- Three goals:
  - produce facilities that reflect mission of SFPL
  - emphasize design & finest architectural thought
  - create synergy with community, staff & design team
- Three elements:
  - A/E Selection
  - Design Review
  - Public Review

A/E Selection

- Renovations- two stage selection
  - Stage I
    - Evaluate design portfolios
    - Short-list lead designers (prime consultants)
  - Stage II
    - Evaluate design team proposals (prime & sub-consultants)
    - Interview design teams
    - Select design teams

A/E Selection

- New Construction- three stage selection
  - Stage I (same as renovations)
  - Stage II
    - Evaluate design team proposals (prime & sub-consultants)
    - Interview design teams
    - Short-list design teams
  - Stage III
    - Short-listed teams prepare competition entries
    - Evaluate entries & select design team

Design Review

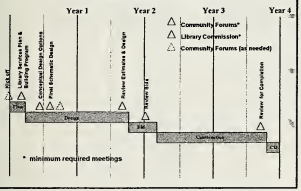
- Three panels
- Three members each
  - Architect
  - Interior Designer
  - Urban Planner
- Tasks
  - Attend community forums
  - Review schematic plans
  - Present design critique to Library Commission

Public Review

- Community based & Library Commission
- Minimum requirements
  - Planning
  - Conceptual Design
  - Schematic Design
  - Construction Documents
  - Bid
  - Construction
  - Close out
- Additive to other regulatory & oversight requirements

Map of Public Process*

(TYPICAL COMPLEX PROJECT)



6. Library 2002/2003 Budget Update

7. Public Comment

8. Adjournment

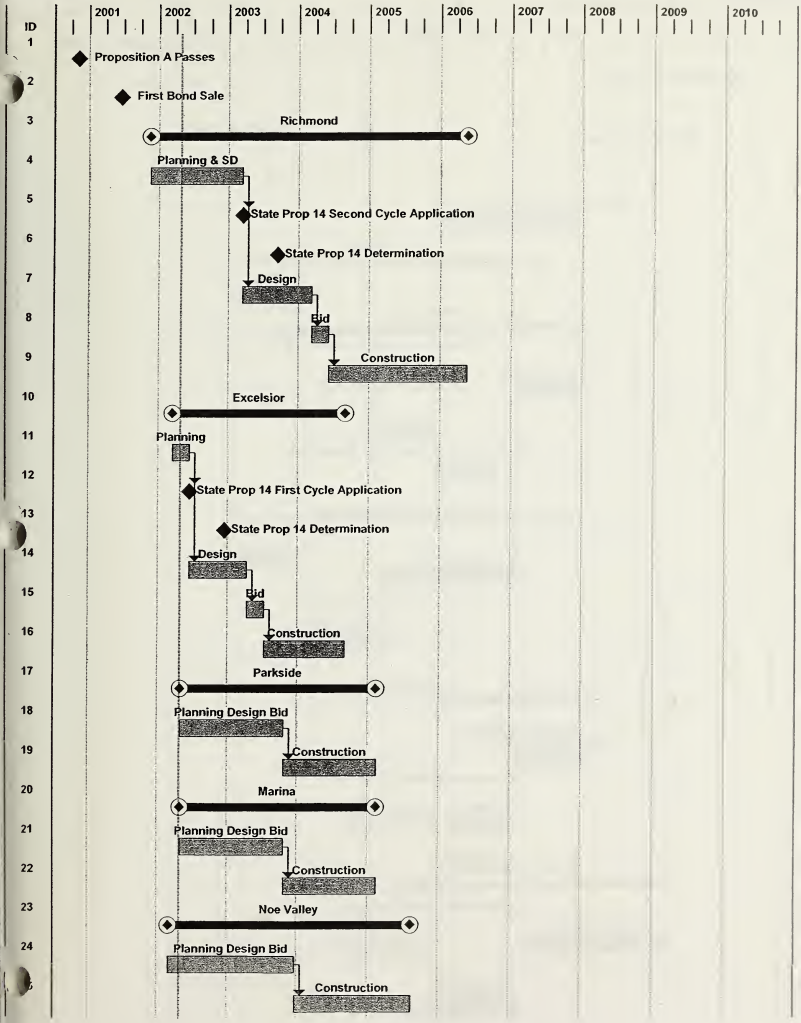
CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
May 16, 2002

JOB #	Branch	BUDGET: Baseline Budget (10/01)	BUDGET: Approved Budget (2/02)	REVENUE: City Prop. A Bonds	REVENUE: State Prop. 14	REVENUE: Other Sources	REVENUE: Total All Sources	REVENUE: Appropriated	REVENUE: Reserve	REVENUE: Total Available	EXPENDITURES/ENCUMBRANCES: Budget 30-Apr-02 A	EXPENDITURES/ENCUMBRANCES: Actual 30-Apr-02 B	EXPENDITURES/ENCUMBRANCES: Balance 30-Apr-02 A - B
Phase 0 Projects													
GP 7514A	Glen Park	1,770,000	3,428,000	3,428,000			3,428,000	1,336,000		1,336,000	1,770,000	8,946	1,761,052
IN 7516A	Ingleside [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000	45,206	1,724,794
PL 7518A	Portola [1]	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	5,000	76	4,924
VV 7521A	Visitacion Valley [1]	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000			0
SC 7523A	Support Services / Brooks [1]	tbd	tbd				0			0			0
	SUBTOTAL	*7,400,000*	*9,058,000*	*6,968,000*	*2,090,000*	-	*9,058,000*	*6,966,000*	-	*6,966,000*	*3,545,000*	*54,230*	*3,490,770*
Phase 1 Projects													
EX 7525A	Excelsior	3,820,000	3,829,000	3,829,000			3,829,000	730,000		730,000	730,000	63,196	666,804
MA 7526A	Marina	4,110,000	3,904,500	3,904,500			3,904,500	780,000		780,000			0
MB 7516A	Mission Bay	3,350,000	3,350,000	3,350,000			3,350,000	3,350,000		3,350,000	61,000	50,227	10,773
NV 7511A	Noe Valley	4,410,000	4,169,500	4,169,500			4,169,500	840,000		840,000	840,000	21,178	818,822
PS 7512A	Parkside	2,460,000	2,736,000	2,736,000			2,736,000	550,000		550,000			0
RI 7513A	Richmond	7,630,000	7,246,500	148,500	4,700,000	2,400,000 (2)	7,246,500	2,370,000		2,370,000	162,747	115,629	47,118
VV 7522A	Visitacion Valley	3,230,000	3,088,500	1,808,500	1,280,000		3,088,500	820,000		820,000			0
SC 7524A	Support Services / Brooks	8,080,000	6,626,000	6,626,000			6,626,000	215,000		215,000			0
	SUBTOTAL	*38,510,000*	*36,752,000*	*26,392,000*	*5,980,000*	*2,400,000*	*36,752,000*	*9,455,000*	*0*	*9,455,000*	*1,063,747*	*167,034*	*876,713*
Phase 2 Projects													
GP 7515A	Glen Park	2,800,000	1,270,000	1,270,000			1,270,000	434,000		434,000	36,815	37,815	1,000
IN 7517A	Ingleside	2,800,000	2,860,000	2,860,000			2,860,000			0			0
PL 7520A	Portola	2,800,000	2,860,000	2,860,000	-		2,860,000			0			0
NB 7528A	North Beach	3,460,000	3,287,000	3,287,000			3,287,000			0			0
SS 7527A	Sunset	1,490,000	1,415,500	1,415,500			1,415,500	15,000		15,000	10,000	1,694	8,306
WP 7529A	West Portal	4,110,000	3,904,500	3,904,500			3,904,500			0			0
	SUBTOTAL	*17,460,000*	*15,197,000*	*15,197,000*	-	-	*15,197,000*	*449,000*	-	*449,000*	*46,815*	*39,509*	*9,306*
Phase 3 Projects													
BV 7529A	Bayview	3,820,000	3,829,000	3,829,000			3,829,000			0			0
EV 7530A	Eureka Valley	4,580,000	4,351,000	4,351,000			4,351,000			0			0
OR 7531A	Ortega	3,560,000	3,382,000	1,182,000	2,200,000		3,382,000	70,000		70,000			0
WA 7532A	Western Addition	3,430,000	3,258,500	3,258,500			3,258,500			0			0
	SUBTOTAL	*15,390,000*	*14,620,500*	*12,420,500*	*2,200,000*	-	*14,620,500*	*70,000*	-	*70,000*	*0*	*0*	*0*
Phase 4 Projects													
AZ 7533A	Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE 7534A	Bernal Heights	5,360,000	5,092,500	5,092,500			5,092,500			0			0
GG 7435A	Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT 7536A	Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
	SUBTOTAL	*19,660,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*0*	*50,000*	*0*	*0*	*0*
Phase 5 Projects													
ME 7537A	Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK 7538A	Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD 7539A	Presidio	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
	SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*0*	*15,000*	*0*	*0*	*0*
Program-Wide Services & Costs													
LM 7500A	Library Program Costs	800,000	800,000	800,000			800,000	300,000		300,000			0
CS 7500A	Program Consultants	750,000	750,000	750,000			750,000	300,000		300,000	300,000	84,240	215,760
PM 7500A	City Program Management	3,800,000	3,600,000	3,600,000			3,600,000	810,000		810,000	810,000	84,208	525,792
RE 7502A	Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AE 7503A	Art Enrichment Program	0	0	0			0	30,000		30,000	30,000	173	29,827
RM	Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000			0			0
FE	Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC	Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	250,000		250,000	153,715	153,715	0
SF	Program Reserve	1,875,000	1,162,500	1,432,500			1,432,500	1,450,000		1,450,000			0
SF	Prop 14 Reserve	0	5,000,000	5,000,000			5,000,000	0		0			0
	SUBTOTAL	*27,825,000*	*32,272,500*	*17,522,500*	*0*	*15,000,000*	*32,522,500*	*3,060,000*	*0*	*3,060,000*	*1,213,715*	*442,336*	*771,379*
TOTAL		133,265,000	133,265,000	105,865,000	10,250,000	17,400,000	133,515,000	20,065,000	0	20,065,000	5,871,277	723,109	5,148,168

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,126,000; Portola $1,126,000; Visitacion Valley $1,360,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation

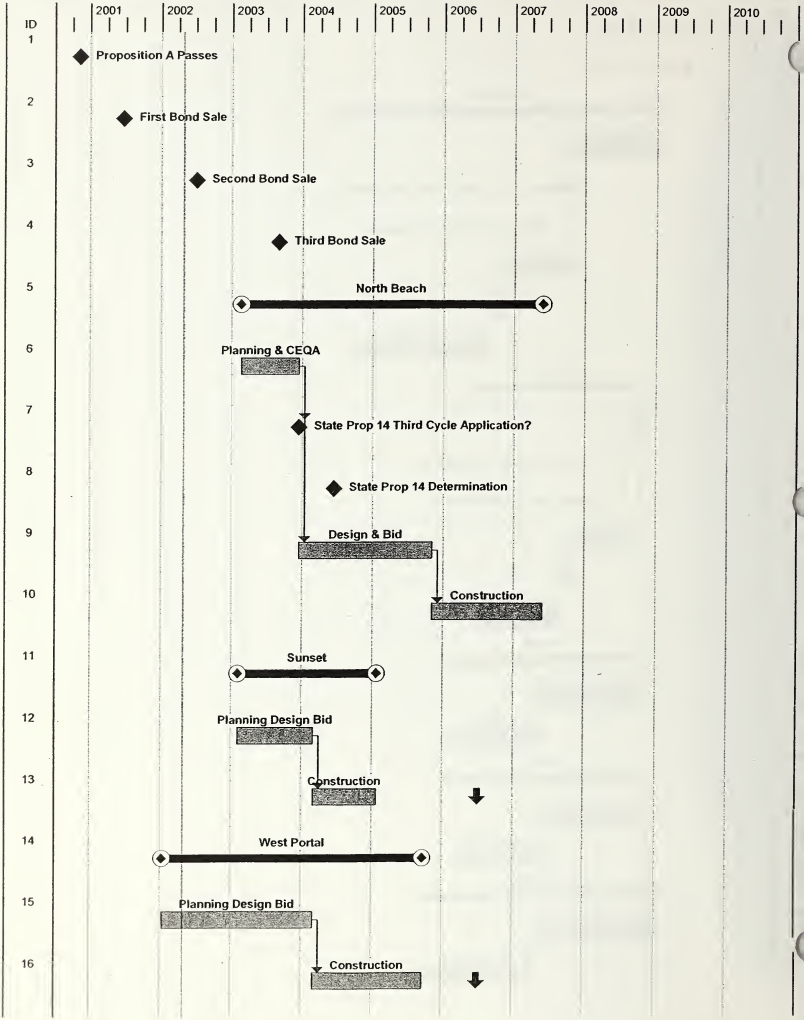
PHASE 1 DETAILED SCHEDULE

04-18-02



PHASE 2 DETAILED SCHEDULE

04-18-02



PHASE 3 DETAILED SCHEDULE

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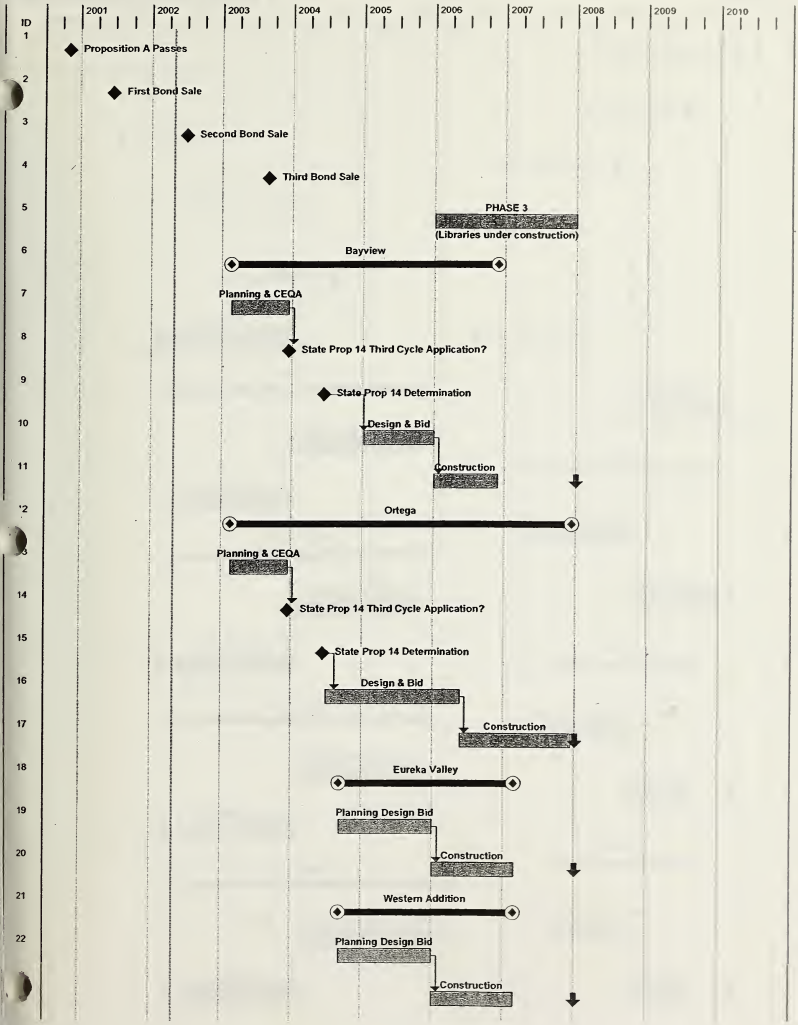

PHASE 4 DETAILED SCHEDULE

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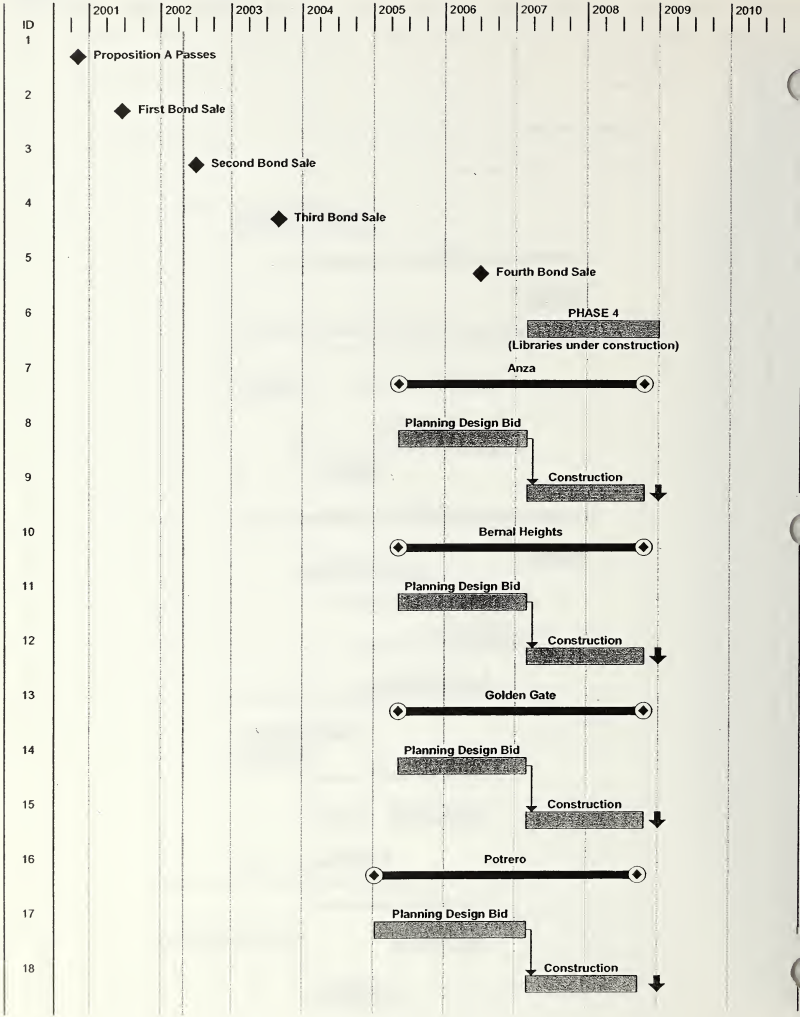

PHASE 5 DETAILED SCHEDULE

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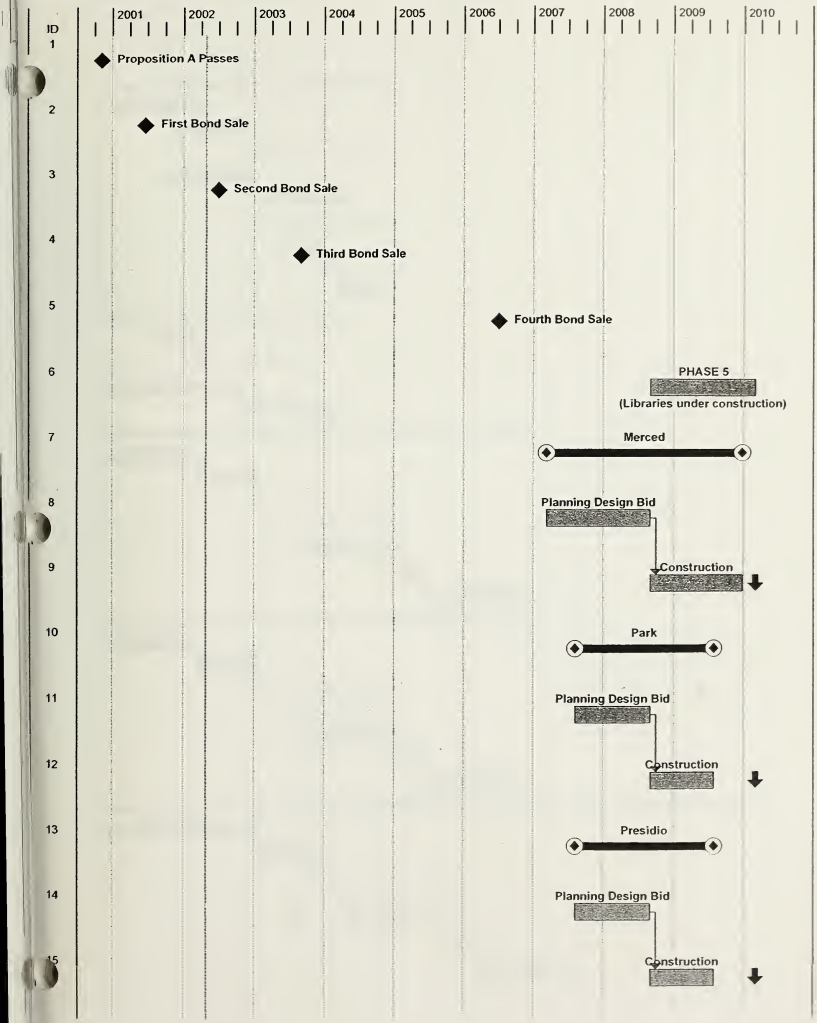
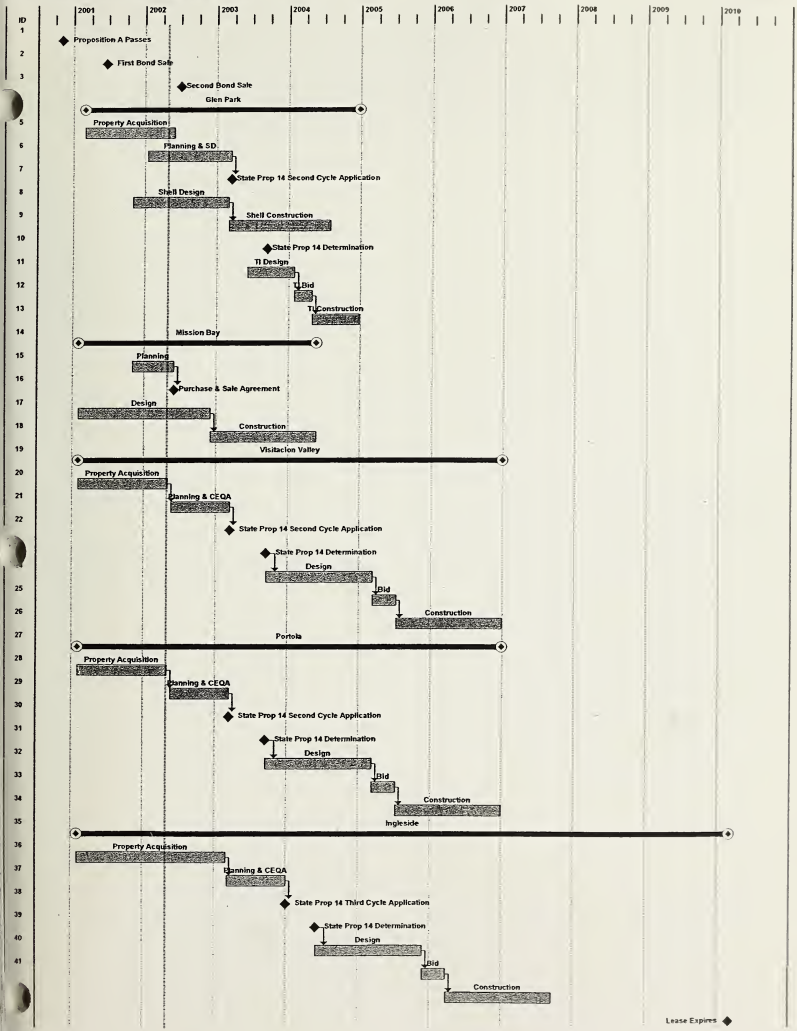
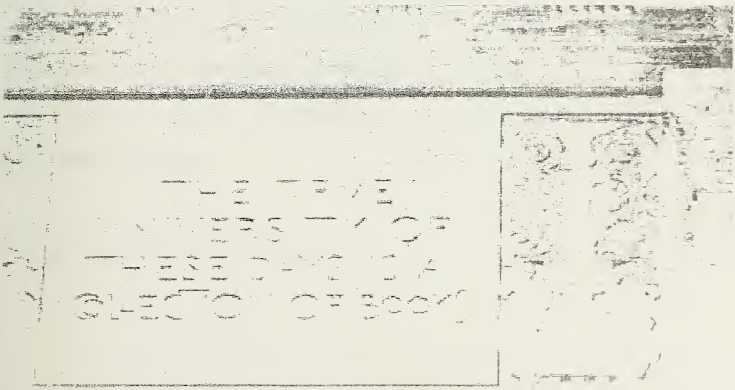


NEW CONSTRUCTION DETAILED SCHEDULE

04-18-02





BRANCH LIBRARY IMPROVEMENT PROGRAM

DESIGN EXCELLENCE PROGRAM GUIDELINES

INVITATION

May 16, 2002

To all interested parties:

Our public library buildings are part of San Francisco's architectural legacy. More specifically, they are symbolic of the San Francisco Public Library, dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community. The Branch Library Improvement Bond Program of November 2000 is a once-in-a-lifetime opportunity on the scale of the 1901 Carnegie Library Grant Program to distinguish this community-based legacy for the next generation.

In order to shape the way the Bond Program will promote excellent design, and in recognition and celebration of the creative diversity of San Francisco, we are establishing the following Design Excellence Program. This program will focus the way the City selects architects and engineers for its Bond Program projects. It concentrates the selection process on design excellence, opening up opportunities for emerging talent, and women / minority owned disadvantaged businesses. This program will raise the bar by subjecting work to the peer advisor process. And this program will allow for integration of the public in the design process through a series of mandated community & Commission forums.

Federal and State agencies have tested this approach. Local success, however, will be measured by the degree of participation and commitment by the public and the design industry. Consider this an invitation to the San Francisco community at large to contribute to outstanding, cost-effective, and enduring architecture dedicated to the mission of the San Francisco Public Library system.

Thank you,

Charles A. Higueras, AIA, Library Commission President

Susan Hildreth, City Librarian

Marilyn M. Thompson, AIA, Bond Program Manager

INTRODUCTION

The Design Excellence Program (DEP) is being instituted specifically for the Proposition A, November 2000, Branch Library Improvement Bond Program. This bond measure is an unprecedented opportunity for the San Francisco Public Library system the likes of which we may not see for another generation. The DEP will be administered by the Bond Program Manager hired by the San Francisco Public Library (SFPL). The principle goals of the Program are: (1) producing facilities that reflect the mission of SFPL; (2) emphasizing designs that embody the finest architectural thought; and (3) creating synergy with staff and neighborhoods. The DEP is manifested in three areas:

A/E Selection- To find the most creative talent, the selection of consulting architects will be according to design first, opening up the field for emerging talent. The first stage of an architect/engineer (A/E) selection will be based on the evaluation of portfolios. Emphasis will be on function, artistic ability and value. Only later in the second stage do firms need to establish complete design teams and staffing plans. For independent new structures & complex projects, a third stage may be added, a design competition. This strategy will emphasize quality design and allow for project teams tailored to each project.

Design Review- To benefit from the insights and expertise of professionals and ensure state-of-the-art thinking, the DEP will involve distinguished private-sector architects, interior designers, and planners in a design peer review capacity. Three-member panels will be appointed on a biennial basis, one peer review panel for each of the three Library Service Districts.

Public Review Process- To create synergy with the neighborhood, a public review process will be followed for each project, which represents the minimum requirements for community interaction. Responsive responsible design is an expectation of every design team, including the ability to achieve feasible, generally accepted designs from staff, administration and community while meeting budget and schedule requirements. "Design by committee", uniformity and mimicry of historic styles, however, are discouraged.

This guide will outline the three critical elements of the DEP and provide an overview of each process— A/E selection, design review and public review process—with a step-by-step guide for implementing it.

Consistent use of this guide will ensure fairness, maintain integrity of the process and promote respect for excellent design that is crucial to any successful project.

GOALS & OBJECTIVES

1. The policy shall be to provide facilities in an architectural style and form which reflects the mission of the San Francisco Public Library: "dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community". The functional accommodation to information access and independent learning should be inherent in the designs. Space planning efficiencies which lead to quicker return of collections to the shelf and increased staff / public interaction should be realized. A physical manifestation of the "joy of reading" should be evident. Evoking the identity, vernacular and salient architectural characteristics of the neighborhood through consideration of form and materials should be evident. Public art, where required, should be integrated into the architecture rather than placed adjacent to it or added as an afterthought. The Design Excellence Program is not intended to displace, monitor or establish design requirements, industry standards, value engineering concepts, standard of care definitions, or Quality Assurance Programs of the City. Nor will the Design Excellence Program substitute or usurp mandated requirements of Civic Design Review, Art Enrichment Program, Landmarks Preservation Advisory Board, City Planning, and other regulatory agencies.

2. Major emphasis should be placed on designs that embody the most state-of-the-art architectural thought. Form + Function + Value. Styles, uniformity, and standardization must be avoided. Competitions, charettes and workshops may be held where appropriate. The advice of distinguished architects, interior designers, and planners shall be sought.

3. The public review process outlined shall be followed as a minimum gesture. The design team shall conduct as many community and staff meetings as needed to satisfy their design responsibility. This policy shall be tailored for each project and each neighborhood. Recognizing that consensus may be difficult, recognizing that inclusion in the decision-making process breeds understanding, and advocating that synergy creates good design, each design team shall adopt a process that identifies and includes its stakeholders. In addition, the concept of design shall extend beyond the boundaries of the property line and beyond the edges of the building, considering the context and urban design ramifications.

A/E SELECTION PROCESS

Renovations & Additions- Requests for Qualifications (RFQ) will be issued in two to three year intervals, each one establishing a pool of qualified Architecture / Engineering (A/E) teams. A ranked list will be created after a two-stage process involving Portfolio Evaluations and Interviews. Projects may be assigned to the listed A/E Teams in order of importance according to the final ranking.

New Construction & Complex Projects- Requests for Qualifications will be issued as the projects become active or after site selection is complete. A three-stage process of Portfolio Evaluation, Interviews and Design Competition will be conducted.

The A/E selection process is structured to find a designer, not the design. In the case of a three stage process, the design concepts submitted are simply responses to the RFQ criteria and may or may not be an appropriate solution. Competition submittals are giving insight into the Designer's approach rather than providing program, site, and technical requirements for the project.

General Regulations

Each RFQ shall fully describe the process, restrictions and decision-making criteria to avoid protests and unnecessary delays. More than one RFQ will be issued during the course of the Branch Library Improvement Bond Program. The success or failure of previous work performed for San Francisco Public Library will be considered in the evaluations.

The City will preside over the selection process. The City will decide whether to accept scores and the City will make the selections. The City reserves the right to reject the recommendations of the Panels, Juries and Committees or terminate the process without incurring any liability to any member of any A/E Team(s). The selected A/E Team(s) will enter into contract negotiations after a selection is made. In the event that the City is unable, for any reason, to enter into an agreement with the selected A/E Team(s), the City reserves the right to terminate discussions, without incurring any liability to any member of any A/E Team(s). The City may then elect to proceed negotiations with the next ranked firm.

Eligibility Requirements

Architects and engineers must be licensed in California. In addition, Business Tax License, Human Rights Commission Certification, Insurance, Domestic Partners Coverage and other City requirements will be necessary in order to submit proposals and enter into contracts with the City. The RFQ will outline eligibility requirements.

Panels, Juries and Selection Committees

Juries, Panels and Selection Committees are passive meeting bodies. Deliberations and schedules are procurement sensitive and will not be revealed until after selections are made. Members shall be drawn from City, State, Federal and private sectors, including educators, public officials and practicing designers. Names may be released immediately before Interviews and Competitions. Members will refrain from discussing their deliberations until final rankings are issued. Each member and advisor must sign a "Conflict of Interest Affidavit". No person may serve if that person or any member of that person's family has any direct financial or employment interest in any of the firms being evaluated.

Each member of a Panel, Jury or Selection Committee should have expertise pertinent to the particular project(s) and should have in-depth knowledge of the particular discipline or representation requested. The City will strive to combine expertise to achieve balance and allow members to learn from each other. Each member should respect the views of his/her fellow members. Members should be individuals of similar standing in their respective fields. Open, curious minds, candid discussion, and collaboration will be supported. Members are each responsible to independently evaluate and rate candidates using the criteria published in the RFQ.

The City selects Panel, Jury and Selection Committee members, manages the interviews and competitions, and coordinates all logistics.

Advertising & Announcements

The RFQs will be publicly advertised as required by City Charter. In addition, RFQs should be announced in design magazines and local architectural and engineering professional organizations in order to ensure maximum participation of the design community. Announcements should also be posted in the branch libraries, Main Library and website.

Stage I: Portfolio Evaluations

In Stage I, the City will solicit design portfolios from Design Firms and Lead Designers. Portfolios will be evaluated and a short-list of Design Firms will be invited to participate in Stage II. The goal of Stage I is to short-list the Prime Consultants based on design. Design Firms shall identify a Lead Designer and submit examples from his/her portfolio along with recently completed work by the firm.

Steps in Stage I:

- **Public Advertisement.**
- **Pre-Proposal Meeting.**
  To orient those interested in the RFQ, a meeting will be held at a publicly accessible location in the City. This is a meeting to answer questions about the project(s) and the selection process and to network with possible joint venture partners. HRC, representatives of the Library and DPW will be present. Attendance will not be mandatory, but is considered in the City's HRC good faith efforts.
- **Submission of Portfolios.**
  The Lead Designer may be more than one person. The Lead Designer may be an individual, a studio, or collaboration of individuals within a Design Firm. Lead Designers will be evaluated according to the portfolio and previous work for SFPL. The Design Firm may be one firm or a joint venture. The portfolio must contain only the information requested in the RFQ. No other information will be accepted. Incomplete Portfolios will not be evaluated. The following information should be requested:
  1. Documentation of three outstanding projects by the Lead Designer completed within the past ten years.
  2. A written statement of design philosophy, understanding of the design issues, design approach, and commitment by the Lead Designer.
  3. Biographical information of the Lead Designer
  4. Documentation of five outstanding projects by the Design Firm completed within the past ten years.
- **Evaluation of Portfolios by Selection Committee.**
  Design Firms and Lead Designers will be evaluated by a Committee based on their portfolio submission and any previous work for SFPL. The Committee will submit scores to the City.
- **Application of Bid Preferences.**
  The City's Human Rights Commission (HRC) applies bid preferences. Note that rankings may change after application of preferences.
- **Short-Listing.**
  The City will issue a Short-list as specified in the RFQ. Short-listed Design Firms and Lead Designers will be invited to participate in Stage II.

Stage II: Team Interviews

In Stage II, the Design Firms and Lead Designers short-listed in Stage I form A/E Teams according to the requirements of the RFQ and are interviewed. Sub-consultant goals will be established at this stage. All A/E Teams must comply with the City's M/WBE program administered by the Human Rights Commission in order to be interviewed. Each A/E Team submits supporting material to demonstrate capability, responsibility, and commitment. An Interview Panel scores the A/E Teams, considering both interviews and supporting material. Stage II is slightly different for New Construction & Complex Projects than for Renovations & Additions, as noted below.

Steps in Stage II:

- **Announcement of Stage II.**
  Names of short-listed Design Firms/Lead Designers invited for Stage II are released. Sub-consultant goals, a schedule, and criteria for evaluation are issued to the short-listed Design Firms/Lead Designers. A minimum of 30 days will be allowed to prepare and submit supporting material in response.
- **Pre-Interview Meeting.**
  A meeting will be held at a publicly accessible location in the City to answer questions and to network with possible sub-consultants. HRC, representatives of the Library and DPW will be present. Attendance will not be mandatory, but is considered good faith effort.
- **Submission of Supporting Material.**
  Each A/E Team must submit supporting material in the format described by the RFQ, profiling the team's organization, qualifications, and past projects and providing the required HRC Forms. Compliance with sub-consultant goals will be established before being permitted to proceed to the interviews. Only complete supporting materials will be forwarded to the Interview Panel.
- **Interviews.**
  The Interview Panel will interview each A/E Team. The Interview Panel may or may not consist of the same members as the Stage I Committee. Interviews should occur consecutively and be attended by HRC. Interviewees should be prepared to respond to questions, be able to clarify supporting material, and complete their presentations within a fixed time period. The interview should focus on the Lead Designer's personal commitment, his/her relationship to the remainder of the A/E team, and the capability of the A/E Team to develop the design in a timely and responsible manner. Evaluation criteria will be established in the RFQ.
- **Scoring of A/E Teams by Interview Panel.**
  The Interview Panel will score the A/E Team. The Interview Panel will consider the supporting material as well as the interviews. Scores will be according to RFQ published criteria.
- **Application of Bid Preferences.**
  HRC applies bid preferences. Note that rankings may change after application of preferences.
- **Final ranking released & projects assigned (two stage process).**
  The final ranking will be released. The top ranked firms will be selected for the pool of A/E Teams available for assignment, as designated in the RFQ. Projects may be assigned in order of importance according to the final ranking. Not all firms in the pool will be guaranteed assignments. Not all sub-consultants will be guaranteed work of any magnitude, only as necessary due to the particular nature of a project. Additional specialized consultants may be necessary due to the particular nature of a project. Supporting material demonstrating capability, responsibility and commitment will be required of added consultants and reviewed by HRC.
- **Competition Short-list released (three stage process).**
  The final ranking will be released. The RFQ will designate the number of A/E Teams that will be invited to participate in Stage III.
- **Assurance of Compliance & Issuance of Purchase Orders (three stage process).**
  Each A/E Team advancing to Stage III will have to comply first with City vendor requirements, in order to receive the stipend. If top ranked A/E Teams from Stage II are not compliant, the City may elect to include the next ranked A/E Team.

Stage III: Competition

The goal of Stage III is to have invited A/E Teams prepare a "vision" for a particular project. The city will select the A/E Team based on the Stage III evaluation of the design concepts by an independent jury, as well as previous Stage I and II evaluations. The top ranked A/E Teams from Stage II compete for the final selection. A stipend will be paid to each participating A/E Team at the conclusion of the competition process.

The Vision Competition will be a tool to test the A/E Team's response to basic functional & technical requirements, ability to integrate the facility into its context, proposed image to be conveyed, and the commitment to the project.

The A/E Teams will participate in a short, maximum 10-day, design competition. They are compensated for their design services with a nominal stipend. The A/E Teams will respond to the program and site as described in the Vision Competition package, illustrating their "vision" of the project. An Independent Jury evaluates the design concepts. The Jury should not know which competitors created which designs, a "blind competition". The Jury selects the competition winner. The Jury will consist primarily of voting design professionals and at least one non-voting community member and one non-voting library staff member.

The City will weigh substantially the Jury evaluation (at least 50%) along with the Stage II final ranking to make the final selection.

Steps in Stage III are:

- **Pre-Competition Briefing.**
  Each invited approved A/E Team will be given a Competition Package at the briefing describing the process, the evaluation and the required submittals. The Pre-Competition Briefing will be an open session to review procedures, design guidelines, space program, site information, and other project-specific criteria. This session must be attended by representatives of each A/E Team and include the Lead Designer. The City will respond to questions at the briefing.
- **Submission Preparations.**
  During the half of the competition period following the briefing, the participating A/E Teams can submit written questions and requests for additional information to the City. All questions received will be answered promptly, and written copies of all questions and answers will be sent simultaneously to each participating A/E Team. Anonymity of the source of questions will be maintained in the written responses.
- **Submission of A/E Team Design Concepts.**
  Each participating A/E Team will have a period of at most 10 days to prepare and submit its design concept in response to the criteria set forth in the Competition Package. The "vision" should reflect a free-flowing graphic expression that explores what the facility could be. The "vision" submission, including required drawings and written materials, shall be delivered to the place and time, on the date and to the address specified. Each A/E Team will be responsible for making their submittal on time. Non-conforming submittals will not be accepted and stipends will not be paid unless a submittal is made.
- **Evaluation of Design Concepts by Independent Jury.**
  Upon receipt, the City will evaluate each submission to ensure compliance with specified criteria. Only those submissions that, in the sole judgment of the City, meet specified criteria will be passed on to the Independent Jury for consideration. The Jury will review, analyze, and discuss the design concepts and will select one competition winner. The competition winner will receive 100 points, all other teams receive 65 points.
- **Selection of A/E Team.**
  The City will weigh substantially (at least 50%) the jury selection and add this to the Stage II final rankings to determine the final selection.
- **Awarding of Design Contract.**
  The City will enter into negotiations with the selected A/E Team. In the event the City is unable, for any reason, to enter into an agreement with the selected A/E Team, the City reserves the right to terminate discussions without incurring any liability to any member of the A/E Team and proceed to negotiate with the second ranked firm. For regulations governing negotiations and contract award, reference City Charter and Administrative Code.

DESIGN REVIEW

Three panels of private-sector peers corresponding to the three library service districts will assist the City in its responsibility to oversee the development of the projects by participating in design reviews. Each panel will consist of three members, an architect, an interior designer and an urban planner. Each panel will be responsible for design review of projects within their assigned library service districts during their term. Terms are expected to be two years. Commitment during a typical two-year term is as follows: three to four projects, each project having two to three community meetings, one meeting with architect & fellow panelists, and one public critique to the Library Commission. Peer panelists will serve voluntarily without compensation.

Roles and Responsibilities of the Private-Sector Peers
As highly respected professionals, the peers' advice and insights are invaluable to those responsible for the design of the project. In this context, the peers take on the following critical roles:

Educator: Many other individuals involved in the project are not architects or designers and usually are not familiar with design language or the nature of the design process. By sharing their expertise through critique, helping non-designers interpret design proposals and identifying potential design options, peers help facilitate a full, open, and constructive discussion to reach the best design solutions possible.

Advocate: With any significant public architectural project there exists a multitude of perspectives from clients and users. Because of practical limitations, not all these stakeholders can participate in the design review process. The peers, as objective experts, can help represent voices and issues not otherwise present. This could include being advocates for the functional work environment, the urban and public context, or the long-term ecological and environmental impacts of design decisions. It is important to advocate design excellence, elevating the discourse and inhibiting a lowest common denominator conclusion on the design of any one project.

Provocateur: As professionals, the peers have a responsibility to express openly and fairly their best judgments based on expert knowledge and extensive experience. As non-stakeholders, they are in a position to ask sensitive, but pointed, questions that City staff and client representatives may be reluctant or unable to ask or examine. As individuals not intimately involved in the project, the peers help address misperceptions and hidden assumptions to ensure that all potential issues are fully explored and evaluated.

Consensus builder: The peers, as neutral parties, can play a pivotal role in focusing the discussion and creating an environment that encourages everyone to speak. They can help build consensus on what design quality is and keep everyone focused on quality concerns. Peers, by training and experience, are able to synthesize various views and articulate the best choices when opinions differ.

Communicator: Design reviews can easily conclude with everyone having expressed opinions but nobody knowing what it all means. Often a discussion has evolved into an imprecise consensus. The peers can help the group develop specific conclusions and leave the session with objectives, decisions, and concerns that can provide cogent insight, caution, and direction for the design team.

Process
One official Design Review Session will be held at the conclusion of the Schematic Design Phase where the project is publicly presented to the Library Commission by the A/E team and the peer panel gives their critique. The Design Review Session will help the Commission determine adequacy and appropriateness of the project design. If found to be acceptable with minor comment, it would proceed into Design Development Phase.

However, the quality of a project's design review is improved if peer feedback is timely, constructive and candid. To encourage this, peers should attend the project's community forums (2 minimum per project), review community meeting notes, correspondence, and news items related to the project, and review progress drawings as practicable. The A/E Team will show the recommended schematic design to the peers and peers will subsequently discuss their critique amongst themselves before the Design Review Session. This time should be used by the peers to establish clear recommendations for the A/E team.

Logistics

Private-sector peer participation will be coordinated by the Bond Program Manager. Peers will serve up to two - year terms uncompensated, and cannot be listed on any of the A/E teams under consideration during their term (in any district). Peers living in San Francisco will not be assigned to the panel serving the library district they live in. The Bond Program Manager will seek recommendations and advice from local chapters of relevant professional organizations and receive letters of interest from prospective peer panelists. The Bond Program Manager will establish the Peer Panels and maintain a list of available peers who have agreed to serve. The Bond Program Manager will be responsible for providing the peers with appropriate background materials, program objectives, and design information on the project. The terms of peer panels will correspond to the Bond Program Project Schedules, allowing members to follow projects through schematic design without change of membership if at all possible.

Qualifications & Desirable Traits

Peer candidates shall be highly respected in their fields. It is desirable that peer panelists live in San Francisco or be familiar with its neighborhoods and communities. Peer panelists shall not have any conflict of interest and will be required to sign an affidavit attesting to this. Peer candidates will submit a resume verifying their experience and standing in the field or discipline requested, including a list of publications & awards. Candidates will also submit a letter of interest attesting to commitment & availability, understanding of terms & conflict of interest, and answering the questions: "Why do you want to participate in design review of San Francisco's Branch Library Improvements? What do you have to offer?"

PUBLIC REVIEW PROCESS

In order for the Library Commission and SFPL Administration to adequately respond to the sheer number and complexity of projects in the Bond Program and fully understand community concerns, every project must comply with a minimum process of public review as set forth below. This is in addition to regularly scheduled Library Commission meetings with monthly budget, schedule & progress reports. This is in addition to regulatory agency requirements, Board of Supervisors oversight requirements, general obligation bond requirements and public contracting code requirements. The process is meant to be meaningful and to heighten the awareness of the design team, not to suggest "design by committee" or to lower expectations to a common denominator.

Public reviews will occur at community-based forums and at indicated Library Commission meetings. All such meetings and forums shall be publicly noticed and in an accessible location within the City. Community forums shall be held in the branch library if possible. Notes will be taken at community forums and made available to the public & the Commission within one month. Public review shall occur at the following stages of design & construction, at a minimum:

Planning: At completion of a community assessment, at least one community forum will be held to discuss the library service needs of the community, the plans to address those needs, and the resultant building program necessary to provide those services, within budgetary & technical parameters (ie: historical, structural, ADA). The presentation may include charts describing programs & collections, adjacency diagrams, bubble diagrams, and square footage allocations. The purpose of the forum is to collect public input and comment for incorporation into the design.

Conceptual Design: At completion of programming, at least one community forum will be held to present the final program and multiple conceptual plans to the community. The presentation may include options with pros & cons, sketches & diagrams, rough-order-of-magnitude estimates, and responses to previous public comment. The purpose of the forum is to collect public input and comment for incorporation into the design.

Schematic Design: At completion of conceptual design, the final recommended schematic plans shall be presented to the Library Commission. The Peer Panel will provide their critique. The community and general public may submit comment. The presentation may include floor plans, elevations, sections, model, site plan, estimate, and responses to previous public comment. The purpose is to review the design and determine if the A/E Team may proceed into Design Development. The Library Commission may elect at this point to re-design and/or to require additional community forum(s).

Construction Documents: At 90% completion of construction documents, before bid, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation may include detailed drawings, specifications, detailed cost estimate, quality assurance reviews, value engineering recommendations, add-alternate bid items and regulatory agency approvals. The purpose is to determine the appropriateness of the project to be issued for bid.

Bid: Upon receipt of bid, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation shall include the bid tabulation. The purpose is to discuss the appropriateness to proceed into construction and the award of alternates, if any. The Commission's discussion is will not determine lowest responsive responsible bidder.

Construction: At Substantial Completion, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation may include summary reports on progress of work, change orders and payments, the punch-list, and project financial report. The purpose is to discuss the appropriateness of closing out the construction contract and how to allocate remaining funds, if any.

Close out: At Final Completion, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation shall be a final tally of all expenditures on the project. The purpose is to allocate remaining funds or appropriate additional funds, as indicated.

SAN FRANCISCO ARTS COMMISSION

RICHARD NEWIRTH
ECTOR OF CULTURAL AFFAIRS

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MEMORANDUM

DATE: May 13, 2002

TO: Susan Hildreth, City Librarian
Marilyn Thompson, Branch Improvement Program Manager
✓Mike Housh

FROM: Judy Moran, Public Art Program
Telephone: 415/252-2586
Fax: 415/252-2595
Email: judy_moran@ci.sf.ca.us

RE: Branch Library Improvement Program Arts Master Plan

Here is the Branch Library Improvement Program Arts Master Plan with all the attachments. I am forwarding a one-sided copy for ease of reproduction, as well as a copy that is double-sided.

Please let me know if you have any questions. Otherwise, Jill and I will see you at the Library Commission meeting this Thursday afternoon.

CITY AND COUNTY OF
SAN FRANCISCO

PROPOSED ART ENRICHMENT FUND
May 16, 2002

	JOB #	Branch	BUDGET Baseline Budget (10/01)	Approved Budget (2/02)	2% of Construction	Proposed Art Budget
Phase 0 Projects						
GP	7514A	Glen Park	1,770,000	3,428,000		3,428,000
IN	7516A	Ingleside [1]	1,770,000	1,770,000		1,770,000
PL	7519A	Portola [1]	1,770,000	1,770,000		1,770,000
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000		2,090,000
SC	7523A	Support Services / Brooks [1]	tbd	tbd		tbd
		SUBTOTAL	*7,400,000*	*9,058,000*		*9,058,000*
Phase 1 Projects						
EX	7525A	Excelsior	3,820,000	3,629,000		3,629,000
MA	7510A	Marina	4,110,000	3,904,500		3,904,500
MB	7518A	Mission Bay	3,350,000	3,350,000	46,000	3,304,000
NV	7511A	Noe Valley	4,410,000	4,189,500		4,189,500
PS	7512A	Parkside	2,880,000	2,736,000		2,736,000
RI	7513A	Richmond	7,630,000	7,248,500	107,000	7,141,500
VV	7522A	Visitacion Valley	3,230,000	3,068,500	48,000	3,020,500
SC	7524A	Support Services / Brooks	9,080,000	8,626,000	tbd	8,626,000
		SUBTOTAL	*38,510,000*	*36,752,000*		*36,551,000*
Phase 2 Projects						
GP	7515A	Glen Park	2,800,000	1,270,000	17,000	1,253,000
IN	7517A	Ingleside	2,800,000	2,660,000	42,000	2,618,000
PL	7520A	Portola	2,800,000	2,660,000	42,000	2,618,000
NB	7526A	North Beach	3,460,000	3,287,000		3,287,000
SS	7527A	Sunset	1,490,000	1,415,500		1,415,500
WP	7528A	West Portal	4,110,000	3,904,500		3,904,500
		SUBTOTAL	*17,460,000*	*15,197,000*		*15,096,000*
Phase 3 Projects						
BV	7529A	Bayview	3,820,000	3,629,000		3,629,000
EV	7530A	Eureka Valley	4,580,000	4,351,000		4,351,000
OR	7531A	Ortega	3,560,000	3,382,000		3,382,000
WA	7532A	Western Addition	3,430,000	3,258,500		3,258,500
		SUBTOTAL	*15,390,000*	*14,620,500*		*14,620,500*
Phase 4 Projects						
AZ	7533A	Anza	4,740,000	4,503,000		4,503,000
BE	7534A	Bernal Heights	5,350,000	5,082,500		5,082,500
GG	7435A	Golden Gate Valley	5,340,000	5,073,000		5,073,000
PT	7536A	Potrero	4,230,000	4,018,500		4,018,500
		SUBTOTAL	*19,660,000*	*18,677,000*		*18,677,000*
Phase 5 Projects						
ME	7537A	Merced	4,200,000	3,990,000		3,990,000
PK	7538A	Park	1,310,000	1,244,500		1,244,500
PD	7539A	Presidio	1,530,000	1,453,500		1,453,500
		SUBTOTAL	*7,040,000*	*6,688,000*		*6,688,000*
Program-Wide Services & Costs						
LM	7501A	Library Program Costs	800,000	800,000		800,000
CS	7500A	Program Consultants	750,000	750,000		750,000
PM	7509A	City Program Management	3,600,000	3,600,000		3,600,000
RE	7502A	Real Estate Dept	120,000	120,000		120,000
AE	7503A	Art Enrichment Fund	0	0		302,000
RM		Relocation & Moving Reserve	4,360,000	4,320,000		4,320,000
FE		Furniture & Equipment Reserve	15,000,000	15,000,000		15,000,000
FC		Bond Financing Costs	1,500,000	1,500,000		1,500,000
SF		Program Reserve	1,675,000	1,182,500		1,182,500
SF		Prop 14 Reserve	0	5,000,000		5,000,000
		SUBTOTAL	*27,805,000*	*32,272,500*		*32,574,500*
TOTAL			**133,265,000**	**133,265,000**	**302,000**	**133,265,000**

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT MASTER PLAN

The Branch Library Improvement Plan (BLIP) Art Enrichment Master Plan describes the Arts Commission's process for managing the creation and integration of artwork into the new branch libraries scheduled for construction in the Glen Park, Ingleside, Mission Bay, Portola, and Visitacion Valley neighborhoods, and into the expanded and renovated Richmond Library.

Arts Commission staff has consulted with Library staff to establish the parameters and objectives of the BLIP Arts Master Plan. The BLIP Arts Master Plan will:

1. articulate the process to be used to select and approve artists for each of the six libraries;
2. recommend the art enrichment allocation for each branch;
3. describe the mechanism for client and community involvement;
4. identify a range of art opportunities (sites and/ or approaches) specific to each site; and
5. create a cost and time effective process to maximize the amount of art enrichment funds that go directly into the artworks;
6. integrate artwork into the architecture of each branch, whenever feasible, in order to augment the art budget with architectural credits.

The goal of the BLIP Arts Master Plan to is acquire high quality art works of lasting aesthetic value that are appropriate to the library context and which can be easily maintained.

Although specifically adapted for this project, the art enrichment process described below is based on Arts Commission procedures that have proven successful for the development of the City public art collection for many years. This plan is intended as a general guide for the entire process; however certain procedures may need to be adjusted during its implementation to meet varying requirements at each branch.

San Francisco Arts Commission's Public Art Program

San Francisco's Public Art Program, one of the first in the country, was established by City ordinance in 1969. The Art Enrichment Ordinance mandates that 2% of the total construction costs of a wide range of capital improvement projects be allocated for art enrichment, to be managed by the San Francisco Arts Commission.

Since 1969, the Arts Commission has facilitated art enrichment as part of capital improvement projects throughout San Francisco in libraries, hospitals, police and fire stations, parks, courthouses, community centers, playgrounds, plazas, the airport, and other City projects.

All funding for the Public Art Program comes from a percentage of the construction budget for capital improvement projects undertaken by other city departments. The

1. Request For Qualifications
The Arts Commission distributed a Request for Qualifications (RFQ) (see Attachment 2) inviting professional artists residing in the San Francisco Bay Area with demonstrated experience in mixed media, sculpture, ceramics, functional art, or two-dimensional artwork to apply. The RFQ, which described the project and the application requirements, was distributed through a variety of outlets, including the Arts Commission website, Artweek (a regional arts publication), local newspapers, the Arts Commission mailing lists, local arts agencies, and participating library branches. Arts Commission staff also actively recruited potential candidates whose work was deemed appropriate for the BLIP arts projects.

As stated in the RFQ, applications were reviewed based on the following criteria:
•Artistic excellence and originality as evidenced by representations of past work in slides and other supporting material.
•Appropriateness of the artist's medium, style, and professional experience as they relate to the project goals and setting.
•Experience with projects of similar scope and scale, and/or adequate professional experience to handle the requirements of this project.
•Availability to participate in the design, approval and implementation of the project as required. (This criteria will be assessed during the proposal phase for finalists only.)

2. Artists Selection Panel
Arts Commission staff organized an Artist Selection Panel to meet one time only to review application materials and recommend a pool of artists for the prequalified artist candidate pool. Panelists, who were approved by the Arts Commission, were selected to represent a range of backgrounds and appropriate experience relevant to the BLIP Projects. (See Attachment 3.)

Staff sent copies of the applicants resumes and other materials to the panelists for their review prior to the panel meeting on April 17th. At the meeting, the Arts Commission staff presented applicants' slides of past relevant artwork to the panelists. After an initial screening, the slides were presented again, with panelists discussing the qualifications of each applicant before voting to include or not include them in the artist pool.

The panel concluded with a motion to recommend 30 candidates for the artist pool. (See Attachment 4.)

Phase II: Community Artist Selection Panels
Residents of each neighborhood in which a new or renovated library is sited will be invited to participate in the public art process. Arts Commission staff will establish a community selection panel for each participating branch. Each branch will include three community representatives, the branch librarian, and the branch architect, who will review and recommend three artists from a portion of the pool of pre-qualified candidates to develop proposals for their branch.

again to review the three proposals and recommend a finalist for approval by the Arts Commission. Some branches may have opportunities for more than one artist, although the overall budget for each branch will not be changed to accommodate more than one artwork.

Artists who have been selected and approved for developing artwork for any of the participating library branches will be eliminated from the prequalified artist candidate pool.

Approvals
All artists selected by the Artist Selection Panel and all artwork proposals recommended by each Community Artist Selection Panel must be approved by the Arts Commission. Although by Charter the Arts Commission is responsible for granting final approval for an artwork proposal, the Arts Commission works cooperatively with the client agency in assessing an artwork proposal, and will not grant approval to a proposal that is unacceptable to the client agency.

Arts Commission approval is required at the following points in project development:
1. artist selection panelists;
2. prequalified artist candidate pool;
3. artist preliminary proposal for each branch;
4. final design of the artwork for each branch, completed by the artist after entering into contract with the Arts Commission;
5. installed artwork, and approval to accept the artwork into the Civic Art Collection

Library Commission review:
Arts Commission staff will present the preliminary proposals recommended for implementation by the Community Artist Selection panel for each branch to the Library Commission for review and comment prior to the presentation to the Arts Commission (prior to Step #3).

Artist contract
The approved artist for each branch will enter into contract with the Arts Commission for design development, fabrication and installation of his or her artwork. During design development, the artist will work with the Arts Commission, the branch architect, and library staff to appropriately refine and integrate their proposal into the new or renovated facility. The Arts Commission will coordinate all aspects of installation with the facility's project architect, library representative, and General Contractor.

ADA Accessibility
Artists will be requested to consider programmatic accessibility in the development of their artwork proposals. In addition, a plaque will be installed at each branch with a reference to a notebook containing information in Braille and large type and an audiotape, prepared by the Arts Commission, with additional information about the artwork obtainable in the library. All artwork will be designed to comply with all applicable building codes and laws relative to ADA compliance.

•Screen or grill across garden entryway (not accessible)
•Concrete columns within the interior

Suggested theme:

•Nautical

(Due to the current late stage of design development of the Mission Bay branch, opportunities for integrating the artwork into the architecture of this facility will be limited.)

c. Richmond

Architectural Sites:

•Wall space in existing main reading room
•Entryway
•Landscaping elements, including seating and walkways
•Lighting at the entryway and on exterior of building
•New interior structural posts downstairs
•Fencing
•New stairway

Suggested theme:

•Cultural diversity of the neighborhood
•History of the Richmond District

2. Ingleside, Portola and Richmond

The art enrichment opportunities for these three branches will be explored in the early Fall of 2002 with branch librarians, architects, and community representatives. Maximum integration of artwork into the architecture of these three new branch libraries is possible because artists will be selected and under contract prior to design development.

Attachment 1

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM
PROJECTED ART ENRICHMENT BUDGET DATE: MAY 7, 2002

The Arts Commission budget for the Branch Library Improvement Program Art Enrichment Program, which is 2% of the total construction costs for the six participating library branches, is outlined below. By City Charter, 20% of the art enrichment budget is set aside for administrative costs, which include staff salaries, office expenses, and all other administrative costs associated with the project. In addition, the competition costs, which the Arts Commission is minimizing, are listed below. Other costs include a limited maintenance budget and an allowance for identification plaques.

TOTAL ART ENRICHMENT	$ 302,000.00	
Administration (20%)	$ 60,400.00	
Art		$ 241,600.00
Maintenance reserve		$ 10,000.00
Artist competition		$ 9,735.00
RFQ and Mailing	$ 700.00	
Initial panel honorarium (3 at $65 each)	$ 195.00	
6 branch panel honorarium		
(3 panelists per branch, 2 mtgs, @ $65 each)	$ 2,340.00	
6 branch artist proposal honorarium		
(three artists per branch, $250 each)	$ 4,500.00	
6 branch public proposal displays	$ 1,500.00	
($250 per display)		
Misc. competition expenses	$ 500.00	
Artist identification plaques for ADA access		
(one per branch at $750 each, installed)		$ 4,500.00
Total artwork expenses for design,		
fabrication, installation and contingency		
for 6 branches		$ 217,985.00
Average branch art budget (each of 6 branches)		$ 36,227.00

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Attachment 2

BRANCH LIBRARY IMPROVEMENT PROGRAM PUBLIC ART OPPORTUNITIES

REQUEST FOR QUALIFICATIONS

APPLICATION DEADLINE: MONDAY, APRIL 1, 2002
Applications must be received in the Arts Commission office or postmarked not later than 5:00 PM on the due date. *Faxed applications will not be accepted.*

Submit completed applications, with completed application form, to:
Library Bond Public Art Opportunities
San Francisco Arts Commission
25 Van Ness, Suite 240
San Francisco, CA 94102

DESCRIPTION OF PROJECTS

San Francisco will be constructing several new libraries and renovating some older libraries over the next few years in various neighborhoods throughout San Francisco. Currently, new libraries are planned for the Glen Park, Ingleside, Mission Bay, Portola, and Visitacion Valley neighborhoods, with the existing Richmond Library to undergo renovation.

The Arts Commission seeks to establish a pre-qualified pool of professional artist candidates working in a variety of artistic approaches to be eligible for consideration for several of the new or renovated library branches as opportunities become available. Opportunities will exist for artists who work in mixed media, sculpture, ceramics, functional art, or two-dimensional artwork. The approach for artwork will vary from branch to branch and some branches may include work by more than one artist.

PROJECT BUDGET

Individual artwork budgets will vary based on the scope of work for each branch as determined during the Library Bond Arts Master Plan process, now underway. Artists selected as pre-qualified candidates for specific library bond projects will be notified of the budget for artwork at that library prior to the beginning of the selection process.

Budgets for each individual art project will include an artist fee, all expenses related to the design development, including engineering, fabrication, transportation and installation of the artwork, insurance and all other project related expenses.

ARTIST SELECTION CRITERIA and CONSIDERATIONS

A limited number of applicants will be selected to become part of the Library Bond Artist Pool based on:

•Artistic excellence and originality as evidenced by representations of past work in slides and other supporting material.

•Appropriateness of the artist's medium, style, and professional experience as they relate to the project goals and setting.

•Experience with projects of similar scope and scale, and/or adequate professional experience to handle the requirements of this project.

•Availability to participate in the design, approval and implementation of the project as required.

The panel may also take into consideration when selecting artists whether or not an artist is already represented in the City's collection.

SELECTION PROCESS

After the application deadline of April 1, 2002, applications, prescreened by Arts Commission curatorial staff, will be presented to an Artist Selection Panel consisting of arts professionals, and representatives from the Arts Commission and the Library. This Selection Panel will recommend a pool of pre-qualified artists for consideration for future branch projects, based on the project criteria outlined above, to be approved by the Arts Commission.

Then community selection panels will be established for each designated library site to review slides of past artwork by those prequalified artists whose work is deemed appropriate for opportunities at their branch. The artist selection process for individual branches will not take place simultaneously, but as needed, per site.

Artists who have been selected and approved for developing artwork for any of the participating library branches will be eliminated from the prequalified candidate pool.

All artists selected by the Artist Selection Panels must be approved by the Arts Commission. The Arts Commission reserves the right to not accept any application or to not accept any artist recommended by any of the selection panels, and to reissue the RFQ for additional pre-qualified artist candidates.

Although the Arts Commission is responsible for granting final approval for an artwork proposal, the Arts Commission does work cooperatively with the client agency--which in this case is the Library--in assessing an artwork proposal, and is unlikely to grant approval to a proposal that is unacceptable to the client agency.

APPLICATION REQUIREMENTS

Please submit the following materials, as described below, all of which are required to constitute a complete application. Incomplete applications may not be accepted.

Americans with Disabilities Act
The selected artist(s) will be required to comply with American with Disabilities Act requirements in addition to related federal, state and local codes and will be encouraged to develop artwork(s) sensitive to programmatic as well as physical accessibility issues in cooperation with the Arts Commission and disabled communities.

Minimum Compensation Ordinance (MCO)
(This requirement pertains to artists who have over 20 employees, or artists who may have their artwork fabricated by a company with over 20 employees.) The selected artist(s) will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. Currently, the hourly gross compensation is $9.00 an hour. For the contractual requirements of the MCO, see paragraph 42 of the Ordinance. Note that the gross hourly compensation for covered employees increases to $10.00 for For-Profit entities on January 1, 2002 and increases 2.5% annually thereafter for 3 years. For Nonprofit entities and public entities; this increase is required only if the City makes the finding required by Section 12P.3(a)(ii) of the San Francisco
Administrative Code.

Additional information regarding the MCO is available on the web at www.ci.sf.ca.us/mco.

Required Forms
The artist selected and approved by the Arts Commission shall be required to enter into contract with the City and County of San Francisco for the entire duration of the project. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the artist shall be required to maintain a San Francisco business tax certificate, and may need to obtain various types of insurance, including Automobile Liability insurance, General Liability insurance, Fine Arts insurance, and other insurance, as required by the City.

All information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

_____ Log No.
(For Office Use Only)

SAN FRANCISCO ARTS COMMISSION
PUBLIC ART PROGRAM
Library Bond Public Art Opportunities Application Form
Postmark Deadline: Monday, April 1, 2002

Artist's Name_____

Address _____

City/State_____ Zip Code _____

E-mail Address _____Telephone_____

Fax _____ Telephone #2 _____

Names and E-mail or telephone numbers of additional team members, if applicable:

Name _____ E-mail or Phone _____

Name _____ Email or Phone _____

Name _____ Email or Phone _____

To ensure that your application is complete, please check off the following items as enclosed:

_____ This completed Application Form

_____ 10 labeled slides for each team member (if applicable), in a plastic slide sheet.

_____ Slide description list (2 copies).

_____ Self-addressed, stamped envelope for return of materials.

_____ Artist's statement of interest (One page, 9 copies)

_____ Resume (Four pages maximum, 9 copies)

_____ Copies of relevant reviews, articles, etc. (Three pages maximum, 9 copies)

Voluntary demographic information to be used for statistical purpose only:

Gender: _____ Male _____ Female

Ethnicity: _____ African-American _____ Caucasian
_____ American Indian _____ Latino/Chicano
_____ Asian/Pacific Islander _____ Other _____

How did you first learn about this project? ArtWeek _____ E-mail _____ US Mail _____ Public Art Hotline _____
(415-252-2588)

Public Art Web Site _____ SF City Web Site_____ Other Web Site _____ Other _____
(http://sfac.sfsu.edu/pubart)

Applicant's Signature _____ Date _____

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Attachment 3

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

Artist Selection Panel — Meeting on Tuesday, April 16, 2002 at 9 AM

The Arts Commission assembled the Branch Library Improvement Program (BLIP) Artist Selection Panel specifically to review applications for the BLIP Prequalified Artist Candidate Pool. This ad hoc panel met to recommend a pool of artist candidates from which artists would be selected to develop artwork for five new library branches and one expanded branch. One or two artists will be selected from this pool for each branch by individual Community Artist Selection Panels, to include three community representatives, the branch architect, and the branch librarian.

BLIP Artist Selection Panel Members:

•Marilyn Thompson, AIA, San Francisco Public Library Branch Improvement Program Manager

•Joan Jasper, San Francisco Public Library Chief Curator

•JoeSam, San Francisco artist. JoeSam has been creating public artworks for almost twenty years, including for a library in Florida, a public health center in Seattle, and, in the Bay Area the Mountain View Civic Center Plaza, the Ice Centre in San Jose, and the Tenderloin Children's Playground in San Francisco. Most recently he completed artworks for the new Los Angeles Police Department's 77th Street Regional Headquarters, and for the Martin Luther King Pool in San Francisco. He is currently a member of an Artist Team creating artworks for Muni's new Third Street Light Rail transit line in San Francisco.

•Saudy Sanchez, Public Art Officer, San Jose Office of Cultural Affairs. Ms. Sanchez is Project Manager for the City of San Jose's Public Library art enrichment projects. She is currently facilitating the integration of artwork into 20 new libraries in San Jose. Ms.Sanchez, who has a background in construction project management, has been with the San Jose Public Art Program since 2000.

•Beau Takajara, Director and CEO of ZeroOne--The Art and Technology Network, a nonprofit arts organization. Takajara, who has a degree in Art History has worked at numerous arts organizations in the Bay Area, including The San Francisco Museum of Arts for nine years. She also worked for the Yerba Buena Center for the Arts, prior to moving to the Tech Museum of Innovation in San Jose for several years.

SAN FRANCISCO ARTS COMMISSION

Attachment 4

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

PREQUALIFIED ARTIST CANDIDATE POOL
(The final approval of the Prequalified Artist Candidate Pool.)

ARTIST	MEDIUM
1. Seyed Alavi	Mixed media
2. Juana Alicia	Painted murals
3. Lois Anderson	Assemblage
4. Anders Barth	Carved clay
5. Teresa Camozzi	Collage, resin
6. Ann Chamberlain	Mixed media
7. Sheila Ghidini	Tile and ceramic
8. Daniel Goldstein	Metal sculpture
9. Cherrymae Golston	Quilts
10. Diane Andrews Hall	Paintings
11. Terry Hoff	Mixed media
12. Gordon Huether	Glass
13. Werner Klotz & John Roloff	Mixed media
14. Vincent Koloski	Neon sculptures
15. Reddy Lieb & Linda Raynsford	Glass and steel
16. Cork Marcheschi	Neon and metal
17. Anita Margrill	Mixed media sculptures
18. Oscar Melara & Kate Connell	Graphics, mixed media
19. Emmanuel C. Montoya & Rebecca Solnit	Painting, carved wood, writing
20. Jeff Northam & Rufus Butler Seder	Glass tiles
21. Johanna Poethig	Tiles, mixed media
22. Eric Powell	Metal gates, sculpture
23. Jon Rubin	Mixed media
24. Shan-Shan Sheng	Glass, painting
25. Amy Trachtenberg	Mixed media
26. Horace Washington	Mixed media
27. Ann Weber	Metal, ceramic tile
28. John Wehrle	Painted ceramic and relief murals
29. Rene Yung	Mixed media
30. Dana Zed	Glass

RICHARD NEWIRTH
ECTOR OF CULTURAL AFFAIRS

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@THECITY.SFSU.EDU

CITY AND COUNTY OF
SAN FRANCISCO

Attachment 5

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

Glen Park Library Community Artist Selection Panel Questionnaire

The election of the community representatives for the Glen Park Community Artist Selection Panel is scheduled to be on the agenda at the Glen Park Library Community Meeting scheduled for TUESDAY, JUNE 11th, at 7 PM at the Glen Park Branch Library.

The Arts Commission welcomes your participation in the selection of the artwork for the new Glen Park Library.

The Arts Commission will work with Glen Park residents to determine art opportunities at the new Glen Park library facility. As part of this process, the Arts Commission will create a Community Artist Selection Panel to include three community representatives, the branch librarian and the branch architect. Glen Park residents interested in participating on the Community Artist Selection Panel may complete the questionnaire on the back of this document and submit it to the Arts Commission.

The Glen Park Community Artist Selection Panel will meet to review slides and other application materials of artists from a prequalified artist candidate pool. The panel will select three finalists, who will attend an orientation meeting with community representatives, the branch architect, and Library and Arts Commission staff to discuss art possibilities for the new Glen Park branch library. Based on information obtained at this meeting, finalists will complete artwork proposals, which will be displayed at the Glen Park Branch Library for written community comment. The community panel will reconvene to select one of these three proposals for implementation, pending approval by the Arts Commission. All panel meetings are open to the public.

If you are interested in serving on the Glen Park Community Artist Selection Panel for the new Glen Park Branch Library, please fill in the information on the back of this document and mail or fax it to the Arts Commission offices. If you are *not* interested in serving on the panel, but wish to vote on the community representatives and to participate in a discussion about the artwork for the Glen Park Library, please attend the meeting on Tuesday, June 11th.

Please mail your completed questionnaire to Judy Moran, Library Bond Art Enrichment Program, San Francisco Arts Commission, 25 Van Ness, Suite 240, San Francisco, CA 94102 or fax it to 415/252-2595 by Friday, June 7th.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

2450 San Bruno Ave. – Current leased location
Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.
2574 San Bruno Ave. – Boys and Girls Club
Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.
2660-2670 San Bruno Ave. – Round Table Pizza
Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.
350 Goettingen – Martin Luther King Middle School site
(corner of Bacon and Goettingen)
This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23rd at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

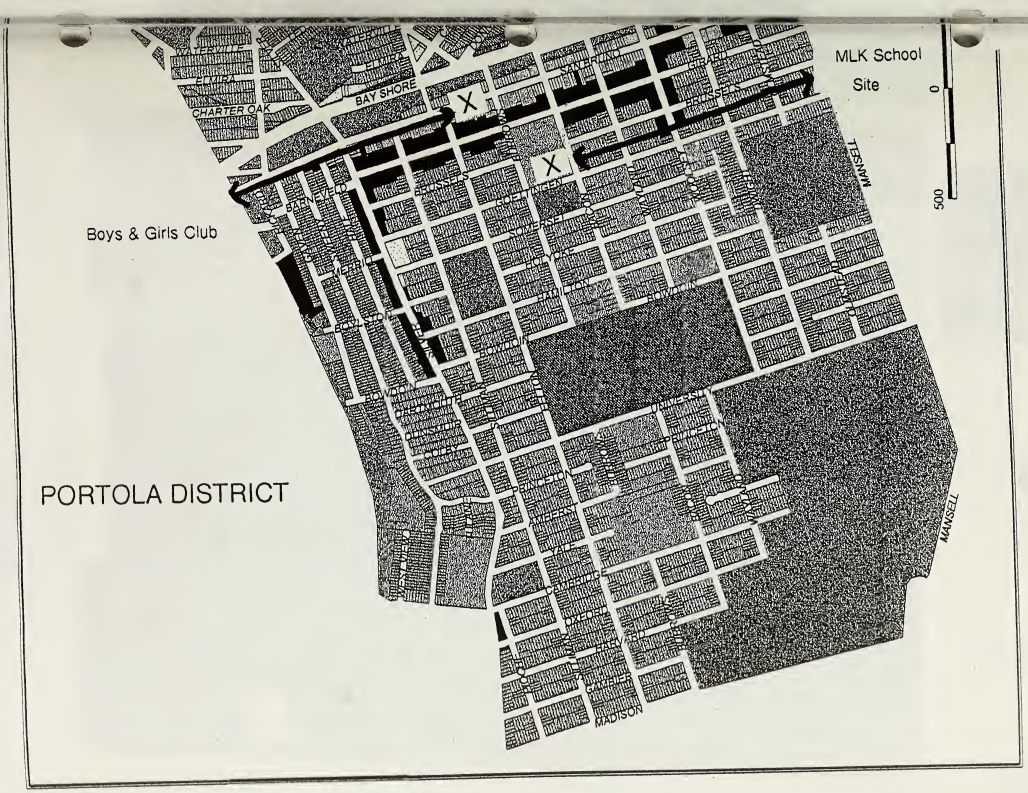
Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

Martin Luther King Middle School – corner of Bacon and Goettingen

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3rd and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

Boys and Girls Club – 2574 San Bruno Ave.

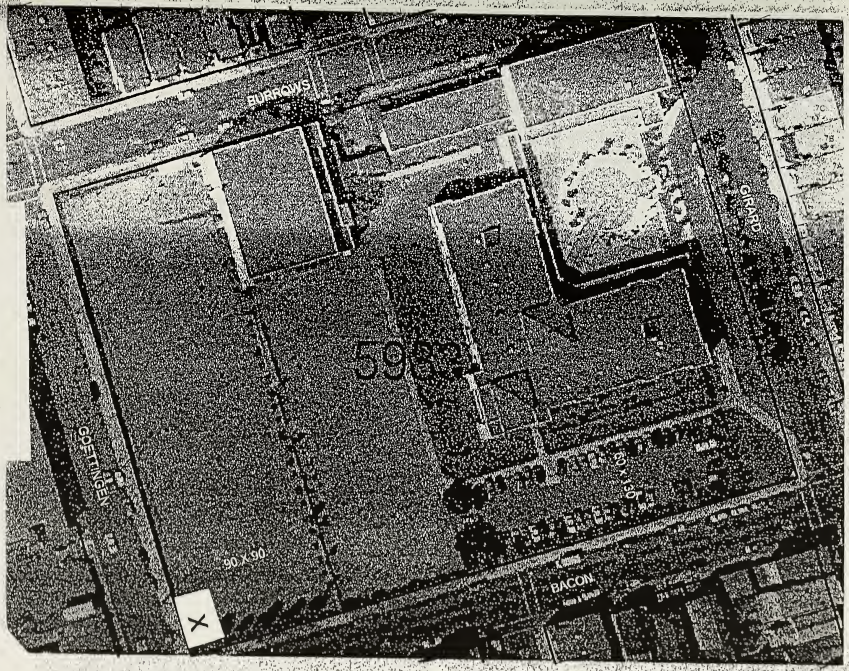
- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.

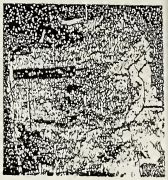

MLK School
Site
0
500
Boys & Girls Club
PORTOLA DISTRICT
BAY SHORE
CHARTER OAK
TESHAM
MANSELL
MADISON

Martin Luther King Jr Middle School

Library Site @ upper left corner

ASSESSOR'S BLOCK 5983 LOT 002

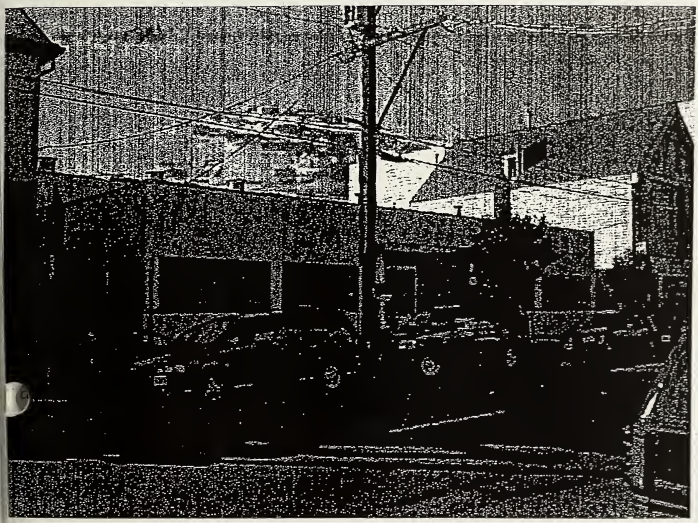




Source: Department of Public Works, Copyright, 1996

30 0 30 60 Feet

Boys & Girls Club Site



ddress:	2574 San Bruno Ave. Between Felton and Burrows Sts. Assessors Blk 5981 Lot 11
ot Size:	8120 sf (79 x 100 irregular)
isting Zoning:	NC-2 Small Neighborhood Commercial
isting Improvements:	Single Story, built 1949
isting Occupants:	The Boys and Girls Club of San Francisco

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DOCUMENTS DEPT.
JUN 24 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, May 16, 2002. (As approved June 20t, 2002)

The San Francisco Public Library Commission held a regular meeting on Thursday, May 16, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:01 PM by President Higueras.

The following members were noted present: Commissioners Bautista, Chin, Higueras, and Steiman. Commissioners Coulter, Streets, and Swig were reported excused attendance.

President Higueras announced that due to the potential loss of a quorum by 5:30PM he was reordering the taking of agenda items as #1, #2 to #4, #3 to #2, #4 to #5, #5 to #3, then items #6 through #8 in posted order.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF APRIL 18, 2002

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF APRIL 18, 2002

Mr. Peter Warfield called attention to errors and omissions in the minutes. Mr. Warfield in particular cited the lack of details of fundraising costs related to the discussion of the Gift Policy, concerning Charlie Dunn's comments on potential relocation costs for businesses, and aspects of the Deputy City Librarian's report concerning proposals that there be no traditional replacement facilities used during the Branch Bond Program. Mr. Ed Regan commented that his remarks had been accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF APRIL 18, 2002

MOTION: for approval of the April 18th Minutes by Commissioner Chin, seconded by Commissioner Steiman.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #3 ART ENRICHMENT PROGRAM (taken 2nd)

(Explanatory document: Art Enrichment Master Plan, proposed Art Enrichment Program Fund.)

Marilyn Thompson, Branch Bond Program Manager called attention to and briefly discussed the two documents addressed under this item: the Art Enrichment Master Plan, a discussion item; and approval of the proposed Art Enrichment Fund, an action item. The Bond Program Manager discussed the details of the $302,000 Master Plan providing for the six bond projects, Richmond, Visitacion Valley, Portola, Ingleside, Glen Park, and

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Mission Bay that would receive art works through the Art Enrichment Program. Ms. Thompson noted that should the scale of other branch projects be increased they too might be eligible for inclusion in the Art Enrichment program. Ms. Thompson then introduced Jill Manton of the Arts Commission, who provided the Commissioners with a step by step overview of how these projects would be managed, public input gathered, artists selected, and the works chosen produced. Ms. Thompson then requested that the Commissioners approve selection and placement of $302,000 for the six described art projects.

Public comment on AGENDA ITEM #2 ART ENRICHMENT PROGRAM

An anonymous member of the public found the administrative costs ascribed to the Art Enrichment Program excessive and wondered how the remaining amounts would be apportioned among the six projects. The anonymous member of the public inquired as where was discretion in the program, noting an apparent 2% cut in the funds available for art, and criticized the selection process described as involving handpicked neighborhood representatives. Mr. Ed Regan asked whether the art was to be located inside or outside the buildings. Mr. Peter Warfield recommended that the Commission delay action on this proposal to allow more time for discussion and expressed concern about honorariums proposed to be paid to those involved in the selection process. Ms. Jeannene Przyblyski, Noe Valley, commented that the Noe Valley Branch was not scheduled to receive art work under this proposal and suggested that there were other ways to fund good public art works for all of the branch libraries in addition to the percent for art set aside.

Commission comment on AGENDA ITEM #3 ART ENRICHMENT PROGRAM

In response to public comments, Ms. Thompson noted that the work proposed for the Noe Valley Branch did not rise to the level that triggered creation of a set aside for public art. The Bond Program Manager reported that the art works could be located either inside or outside the building. In response to questions by President Higueras, Ms. Manton outlined the jurisdiction of the Art Commission over these matters and discussed the cooperative work being undertaken among the Art Commission staff, Library staff, and the community to identify and select artists and plan for art works for the designated branch libraries. Ms. Manton further clarified that the administrative costs for these projects was set in the city's administrative code and was standard for all such projects. In answer to further questions by President Higueras, Ms. Manton described how the panels were established to consider artist selections and the role of the Art Commission's Visual Arts Committee in overseeing the process. Ms. Manton described how community representatives would be selected and those selected would be paid a $65 honorarium for their service. In response to questions by Commissioner Bautista, Ms. Manton discussed how the lists of pre-qualified artists were developed and discussed the library related work experience of some artists. Responding to comments and questions by Commissioner Chin, Ms. Manton discussed the professional standards for the artwork and addressed concerns that the diversity of cultural traditions in the community be reflected in the artists and art works selected for these projects. Ms. Manton informed the Commissioners that background information on the requests for proposals relating to the neighborhood art projects and the selected artists was available

The number of members of the public who spoke anonymously at this meeting. 1

through the Art Commission.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman authorizing moving the 2% mandated for public art from six eligible projects into the Art Enrichment Program Budget established Jan. 17, 2002.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #5 SITE ACQUISITION: PORTOLA BRANCH

City Librarian Susan Hildreth presented a background discussion of the process to date in pursuing an opportunity to located the new Portola Branch Library on school district property adjacent to the Dr. Martin Luther King, Jr. Middle School. Then she described the proposed alternative location at the site of the former Boys and Girls Club on San Bruno Avenue. The City Librarian requested that the Commissioner authorize the Department of Real Estate to continue to try to achieve an agreement with the San Francisco Unified School District until July 1. If this process proved unsuccessful after that date it was her recommendation that the Library focus its efforts on negotiations on acquisition of the former Boys and Girls Club location. The City Librarian indicated a strong preference for the school site commenting on the various advantages of such a location as well as the likelihood that the project could qualify as a first priority Prop. 14 (State Library Bond) project. Ms. Hildreth discussed the rationale for the time limit on negotiations with the school district and then called attention to the merits of the Boys and Girls Club site as a backup option. Ms. Hildreth then introduced Mr. Charlie Dunn who provided the Commissioners with more details concerning various proposed sites considered to date

Public comment on AGENDA ITEM #5 SITE ACQUISITION: PORTOLA BRANCH

An anonymous member of the public commented that the public had not been offered a specific project to discuss and expressed concern with the implications of a Prop. 14 project tied to a relationship with the schools. This anonymous member of the public noted concerns about adults entering a school site and called attention to problems experienced at the Ortega branch that was similarly configured. Mr. Ed Regan commented that he believed the current location the best site although the school site had been voted most popular by those attending a community meeting he had attended. Mr. Regan expressed concern that overflow from the school would negatively impact meeting needs of adult patrons citing problems he had experienced at the Parkside Branch. Mr. Peter Warfield commented that the report had not fully discussed the budget for this project nor addressed the implications of a partnership with the school district and urged that the Commission delay consideration of this proposal until more details were made clear. Mr. Warfield also cited problems with vandalism at the Ortega Branch and noted the desire that the proposed branch be a one-story facility. Mr. Warfield suggested that the need for state funds may have too great an influence, questioned any partnership with the school district given its bad reputation, and commented that the Commission should look to what is best for the Library.

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Commission comment on AGENDA ITEM #5 SITE ACQUISITION: PORTOLA BRANCH (Explanatory document: Portola sites acquisition memo)

Vice President Steiman pointed out that it was desirable that all of the new facilities be one story because of staffing issues. In response to questions Ms. Hildreth indicated that future expansion would be possible on the school site. Commissioner Bautista spoke extensively concerning the advantages of locating the Library adjacent to the Martin Luther King, Jr. Middle School with which she was very familiar. Ms. Hildreth highlighted the cooperative efforts of the school's Principal, Mr. James Taylor in making this project a possibility and discussed how the relationship with the schools could be managed to benefit both the schools, the library, and the neighborhood. In response to President Higueras comments that the library was already very popular with neighborhood kids and did serve in some ways as a de facto child care center, Library Chief of Children and Youth Services, Toni Bernardi discussed how the Library could make very effective use of cooperative relationships with the neighboring schools. President Higueras noted that the school site seemed to be the best choice, particularly considering the availability of Prop. 14 (State Library Bond) funds for such a project, but also noted that it would be a win/win for the neighborhood even if Prop. 14 were not a consideration. Commissioners Chin and Bautista, noting their familiarity with the school, cited many benefits that would result from locating the library at the school site. President Higueras responding to comments about problems experienced at the Ortega Branch noted the unique nature of that location and that the new branch could be designed to address any similar concerns.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to pursue negotiations with the San Francisco Unified School District for the purchase of property located on the grounds of the Dr. Martin Luther King, Jr. Middle School as the site for a new Portola Branch Library until July 1, 2002, and if unsuccessful to begin negotiations thereafter for the acquisition of the site of the former Boys and Girls Club .

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

President Higueras announced that, as the Commission was losing its quorum, the remaining business of the meeting would be continued to Tuesday, May 21, 2002 following the conclusion of a proposed special meeting.

The meeting adjourned at 5:27PM continued to Tuesday, May 21, 2002 following the conclusion of a proposed 4PM special meeting.

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, May 16, 2002 as continued on Tuesday, May 21, 2002. (As approved June 20, 2002)

The San Francisco Public Library Commission continued the business of its regular meeting begun on Thursday, May 16, 2002 on Tuesday, May 21, 2002 in the Koret Auditorium, Main Library.

President Higueras called the continuation of the May 16th meeting to order at 4:55 PM.

The following members were noted present: Commissioners Bautista, Chin, Higueras, and Steiman. Commissioners Coulter, Streets, and Swig were reported excused attendance.

AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson reported that there would be no informational report at this meeting and then noted that there had been no changes in the reported Bond Program Budget or Schedule since her last report. The Bond Program Manager noted that Bond Program expenditures and encumbrances totaled $723,109 through April 30th. Ms. Thompson then called attention to the current six-page program schedule report. The Bond Program Manager then gave the Commissioners a detailed update on site acquisition activities related to the Glen Park, Mission Bay, Portola, Ingleside, and Visitacion Valley Branch Libraries. Ms. Thompson next outlined ongoing work on the active projects at the Richmond, Excelsior, Noe Valley, Marina, and Parkside branches. The Bond Program Manager then gave the Commissioners an update on community outreach activities, listing Bond Program related community meetings sponsored or attended by the library staff. Ms. Thompson reported that a Bond program website was up and running and that a Bond Program newsletter had issued its first edition last month and that a second would be issued in June. The Bond Program Manager reported that there would be no special report this month.

Public comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that they hoped the reported Richmond Branch Design workshop would be something other than a fundraising event. This anonymous member of the public also commented that the explanatory documents were difficult to read. Mr. Peter Warfield expressed disappointment at not having community

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meeting notes from an April 20th Excelsior Branch Community meeting and noted concern that complaints concerning the loss of books and book space were not reported. Mr. Warfield suggested that Library Administration had already made decisions about the branch without clearly describing them.

Commission comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higueras, Ms. Thompson discussed information on the various projects available on the Bond Program website.

AGENDA ITEM #2 DESIGN EXCELLENCE PROGRAM
(Explanatory document: Design Excellence Program guidelines)

Bond Program Manager Marilyn Thompson outlined the goals: to provide facilities that reflect the mission of the San Francisco Public Library: to embody state-of-the-art architectural design; and to employ a process that creates productive synergy between design teams, library staff and the community. Ms. Thompson then discussed the three elements of the proposed Design Excellence Program: a rigorous architect/engineer selection process; distinguished architect, interior designer, and planner peer reviewed design review; and an extensive public review process. Ms. Thompson outlined how the selection process would work for both the renovation and new construction projects and described in detail how the design review panels would be selected and how they would function. Ms. Thompson then provided the Commissioners with an overview of the community and Library Commission based public review process. The Bond Program Manager then discussed the chart showing how a typical complex project would be handled. Ms. Thompson described the public planning process from initial planning to conceptual design, schematic design, the production of construction documents, the bid process, the actual construction phase, and finally close out for a typical project.

Public comment on AGENDA ITEM #2 DESIGN EXCELLENCE PROGRAM

An anonymous member of the public commented favorably on the interest shown in ideals noting that they were overdue and lacking when the Main Library was built. This individual noted that thus far the Library had rushed through the process on branch bond projects and wondered if this program was going to be taken seriously noting the Foundation's private design event and finding themselves not encouraged. Mr. Ed Regan suggested that the building would be judged by their exterior design and expressed a preference for use of red brick on branch library exteriors as durable and attractive. Mr. Warfield commented that it was a good thing to have an outline but was not sure what action was to be taken. Mr. Warfield expressed preference that the Library Commission be involved in the first steps of the process suggesting that the Excelsior Branch design had been done without Commission input or involvement. Mr. Warfield also noted that it was unclear when members of the public would become involved in this process unless they were specifically invited to do so. Mr. Warfield expressed strong interest in being involved in planning and wanted to help with branch library designs

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Commission comment on AGENDA ITEM 2 DESIGN EXCELLENCE PROGRAM

President Higueras commended Ms. Thompson's carrying out the Library Commission's mandate to pursue design excellence on Branch Library Bond program projects. Commissioner Chin called attention to the importance of getting the best value for the funds budgeted for each project without being cheap. President Higueras noted that part of getting good value would be to consider how to maximize the life of the new building agreeing with Commissioner Chin's observation that the best value was not necessarily the lowest bid and that the community expects work to the highest standards. Commissioner Bautista noted that red brick was not an appropriate material for meeting current meet seismic safety standards as an exterior material. In response to Vice President Steiman's question concern architectural design that imitated historical styles, Ms. Thompson and President Higueras spoke to how this process would allow the development of designs that arose from cooperation between the designers and the community that reflected the context of the urban environment. President Higueras called attention to the importance of sustainable design and designs that maximized access to natural light sources in the Bond Program building design.

AGENDA ITEM #3 LIBRARY 2002/03 BUDGET UPDATE

Mr. George Nichols, Library Finance Director, brought the Library Commissioners up to date with the most recent information concerning development with the projected $117 million City Budget shortfall. In particular, Mr. Nichols discussed changes in revenue projections and their likely impact on the 2002/03 Library Budget that the Mayor would present to the Board of Supervisors for its consideration. The Library Finance Director reported that the Mayor had agreed to three augmentations of the 2002/03 Library Budget requested by Library staff including: $340 million for public copying and printing; $45,000 for a new delivery truck; and an additional $250,000 for the book budget. Mr. Nichols then discussed the situation that led to the need for additional funds for public printing and copying resulting from the cancellation of the Pinnacle Contract and the terms of the new Xerox Contract. The City Librarian suggested that should the Commissioners agree that it would be useful that the Library Commission send a letter to Mayor Brown indicating support for the augmentations recommended by library staff. Mr. Nichols concluded his report noting difficulty in projecting the final outcome of budget developments because of unknown factors such as additional state budget reductions, and changes made by the Mayor and the Board of Supervisors during deliberations on the overall 2002/03 City budget.

Public comment on AGENDA ITEM #3 LIBRARY 2002/03 BUDGET UPDATE

An anonymous member of the public questioned the identification of this item as an action item, noting that it was not clear what action could be taken. This person found that this report was good news/bad news, suggesting a shift in the sources of revenues could result in a shift in priorities. Mr. Peter Warfield noted that there was nothing more important that the budget, requested greater documentation noting the lack of an explanatory document, and expressed concern at the size of the increase in the book budget.

The number of members of the public who spoke anonymously at this meeting. 1

Commission comment on AGENDA ITEM #3 LIBRARY 2002/03 BUDGET UPDATE

In response to Commissioners' questions the City Librarian noted that the Library Commission's City Charter obligations to review and recommend the Library Budget had been completed but that a letter of support for the augmentations proposed by Library staff would reflect their approval of them. In response to Commissioners' questions the City Librarian and Mr. Nichols noted the fluid nature of the budget process and pointed out that the report had been noticed as an action item to allow the Commissioners' flexibility in how they wanted to respond to the proposed budget changes. Commissioner Bautista noted that while a letter wasn't necessary it might be a good idea. Vice President Steiman observed that it was important that the Commission signal its approval of the changes.

MOTION: by Commissioner Steiman, seconded by Commissioner Chin requesting that a letter from the Library Commission be sent to Mayor Brown in support of the 2002/03 Library Budget augmentations proposed by Library staff.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #4 PUBLIC COMMENT

An anonymous member of the public commented that they were estranged from the Commission, noting that they had left the previous meeting angry that the Commission had not taken public comment. This individual commented that they did not wish to be with the Commissioners because of how they treated everyone. Mr. Peter Warfield found it unfortunate that Public Comment was not taken at the last meeting, suggesting that there had been sufficient time to do so. Mr. Warfield had questions regarding the $3.2 million increase in the Library Budget, noting that all the proposed additional items did not add up to this amount, and suggesting that the increase in the book budget was very small considering the overall increase in the funds available to the Library.

AGENDA ITEM #5 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the meeting be adjourned.

Public comment on Agenda item #5 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The meeting was adjourned at 6PM.

Michael Housh, Commission Secretary 6/21/02

Minutes of the regular Commission Meeting of May 16, 2002 and its continuation on May 21, 2002.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of May 16, 2002 and its continuation on May 21, 2002.

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 16, 2002

Item 3:
Art Enrichment Program

"What strikes us right away is discrepancy between what we have heard in the past and what we are hearing now.

One thing that is revealed is that twenty percent of the art enrichment budget will go to administrative costs. There was a hope that the money was going to the artists.

I suppose that these first six are a pilot project. One wonders where the discretion is that was described earlier is going to fit in.

The twenty percent in administrative costs seems to be excessive. Also, there is a concern that the public participation will be through hand-picked representatives when there should be some accommodation for general public participation from those neighborhoods"

Minutes of the regular Commission Meeting of May 16, 2002 and its continuation on May 21, 2002.

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 16, 2002

Item 5:
Site Acquisition: Portola Branch

"This raises some areas of confusion. The suggestion came a year ago.

I was not at the public meeting for this branch, but I know that sometimes the public reaction to these meetings and what is claimed for these meetings can be a bit incongruous. This is because the public at these meetings do not have specific proposals before them.

If this is being planned as a Proposition 14 application, as a joint project with a school, the question is, What is the nature of the joint project? One needs to know that before one can evaluate these sites.

More to the point, What was the public told at that meeting? Apparently this is the public's only chance for public input. There is a concern about the entry into a library on school property. We do have the experience of Ortega branch. The branch librarian has reported problems related to that."

Minutes of the regular Commission Meeting of May 16, 2002 and its continuation on May 21, 2002.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 21, 2002 (styled as a continuation of the May 16, 2002 meeting)

Item 1:
Bond Program Manager's Report

"Rather foolishly I did not bring my agenda from last Thursday and the documents are not attached to this agenda.

The slide being displayed is concerning the next agenda item but I won't let that distract me.

The Richmond meetings were described as a 'workshop.' I have heard this described as analogous to a charette and I certainly hope not. Hope it is a planning event and not a kickoff for the Foundation's fund-raising.

I remember that the explanatory documents were too small for me to read anyway. It seems that we have resigned ourselves to that."

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Item 2:
Design Excellence Program

"I am very interested in the fine ideals that are overdue in being recognized and were sorely needed when we designed this building. I often commented on the lack of those principles.

Let's take a look at how we are doing. Earlier today we approved in principle a Library Support Services Center. This was based on an agenda item that was issued last Thursday, based on a staff memo that was written yesterday and based on a letter by a senior architect that was dated today.

The documentation available to the public relative to the item before the Board of Supervisors was entirely misleading. This proposal jettisons and completely overturns the assumptions that we have been operating under for the many years about the preference for Brooks Hall and the need for space that was contiguous to this building.

The preliminary indications for the Design Excellence Program are not encouraging."

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Item 3:
Library 2002/2003 Budget Update

"I note that this is an action item. Also, there is no explanatory document listed on this agenda. I don't remember if there was an explanatory document attached to the previous agenda.

It is not clear what the action is. Is the commission being asked to approve whatever it was the presenter said? The budget has already been approved and we would like to see any modification in the context of that prior approval.

The shift in budget source should highlight the shift in priorities that will necessitate, presumably since I know this commission will want to honor the important ramifications of that shift. But we have not seen that detail played out.

I am sure that one way or another that will reveal itself."

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Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, May 21, 2002 (styled as a continuation of the May 16, 2002 meeting)

Item 4:
Public Comment

"You may have noticed that I am estranged from this commission's process. I left last Thursday's meeting upset.

Please let me place this in context. When I first came to this commission, I was told by the staff that there was no library commission.

When I forced my way into this meeting, there was no provision for public comment whatsoever. When I approached a commissioner who was a Catholic, a member of the library staff blocked my access to the Father, herded me toward the door and followed me down two flights of stairs to make sure I left.

There is no time between then and now when I was supposed to believe in the good faith of the commissioners.

Since that time the public has always gotten the 'treatment' if they are not with you. I want to be in solidarity with the people who are not with you."

Library Commission

May 16, 2002

1. Approval of Minutes

Explanatory document available:

Draft Minutes

2. Art Enrichment Program

Explanatory documents available:

Master Plan- Discussion

Proposed Art Enrichment Fund- Action

Art Enrichment Program

- By Action of Commission 1/17/02, a single Art Enrichment Fund was created
- By Action today, funds will be pooled into the Art Enrichment fund
- Six projects are eligible for public art program (new construction & major remodel / additions) - Richmond, Visitacion Valley, Portola, Ingleside, Glen Park, Mission Bay
- 2% of construction budget is mandated for public art
- Total art funds available $302,000
- Discussion- Master Plan describes process for selecting & placing art among these six projects

Art Enrichment Master Plan Discussion

Jill Manton, Program Director
Public Art Program

Art Enrichment Program

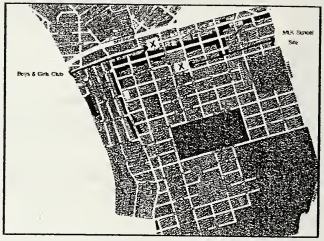
2% of Construction (estimated) $302,000

Action

3. Site Acquisition: Portola Branch

Explanatory document available:

Memo



4. Bond Program Manager's Report

Informational Presentation

There is no informational presentation this month.

Regular Reports

Program Budget Report

Explanatory document available:

Current Budget Report

Program Budget Report

- Recap:
  - 10-10-01 Baseline Budget established
  - 12-20-01 Glen Park increased (scope of project increased 2,500 square feet)
  - 12-20-01 Reviewed upcoming Mission Bay increases (budget will be revised with Purchase & Sale Agreement)
  - 01-17-02 Increased program-wide Reserve (reduced projects 5%)
  - 01-17-02 Created single Art Enrichment Fund
  - TODAY-Changes by Commission action will be presented next month

Program Schedule Report

Explanatory documents available:

New Construction Detailed Schedule

Phases 1-5 Detailed Schedules

Program Schedule Report

- Recap:
  - 10-10-01 Baseline Schedule established
  - 12-20-01 Glen Park moved up to match Developer's schedule
  - 01-17-02 Detailed schedules for Phases 1-2 issued
  - 02-21-02 Revised to reflect Prop 14 strategy & revised Mission Bay to match SFRDA schedule
  - 03-21-02 Detailed schedules for all Phases issued
  - 04-18-02 Recommend eliminating gap waiting for State grant determinations on RIC, NOB, EXC
  - TODAY- No changes

Site Acquisitions Report

- Glen Park
- Mission Bay
- Portola
- Ingleside
- Visitacion Valley

Active Projects Reports

- Richmond
- Excelsior
- Noe Valley
- Marina, Parkside

Community Outreach Update

- Library sponsored meetings:
  - 5/9 Mission Bay Community Meeting
  - 5/30 Mission Bay Art Program Meeting
  - 6/6-9 Richmond Design Workshop
  - 6/11 Glen Park Community Meeting
  - 6/12 Branch Library Improvement Program Advisory Committee
- Library invited as guest:
  - 5/11 District 10 Town Hall
- Website
- Newsletter

Community Outreach Notes

- The following meeting notes are available:
  5/9 Mission Bay Community Meeting

Special Reports

There are no special reports this month.

5. Design Excellence Program

Explanatory document available:

Design Excellence Program Guidelines

Design Excellence Program

- Three goals:
  - produce facilities that reflect mission of SFPL
  - emphasize design & finest architectural thought
  - create synergy with community, staff & design team
- Three elements:
  - A/E Selection
  - Design Review
  - Public Review

A/E Selection

- Renovations- two stage selection
  - Stage I
    - Evaluate design portfolios
    - Short-list lead designers (prime consultants)
  - Stage II
    - Evaluate design team proposals (prime & sub-consultants)
    - Interview design teams
    - Select design teams

A/E Selection

- New Construction- three stage selection
  - Stage I (same as renovations)
  - Stage II
    - Evaluate design team proposals (prime & sub-consultants)
    - Interview design teams
    - Short-list design teams
  - Stage III
    - Short-listed teams prepare competition entries
    - Evaluate entries & select design team

Design Review

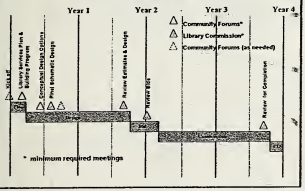
- Three panels
- Three members each
  - Architect
  - Interior Designer
  - Urban Planner
- Tasks
  - Attend community forums
  - Review schematic plans
  - Present design critique to Library Commission

Public Review

- Community based & Library Commission
- Minimum requirements
  - Planning
  - Conceptual Design
  - Schematic Design
  - Construction Documents
  - Bid
  - Construction
  - Close out
- Additive to other regulatory & oversight requirements

Map of Public Process*

(TYPICAL COMPLEX PROJECT)



6. Library 2002/2003 Budget Update

7. Public Comment

8. Adjournment

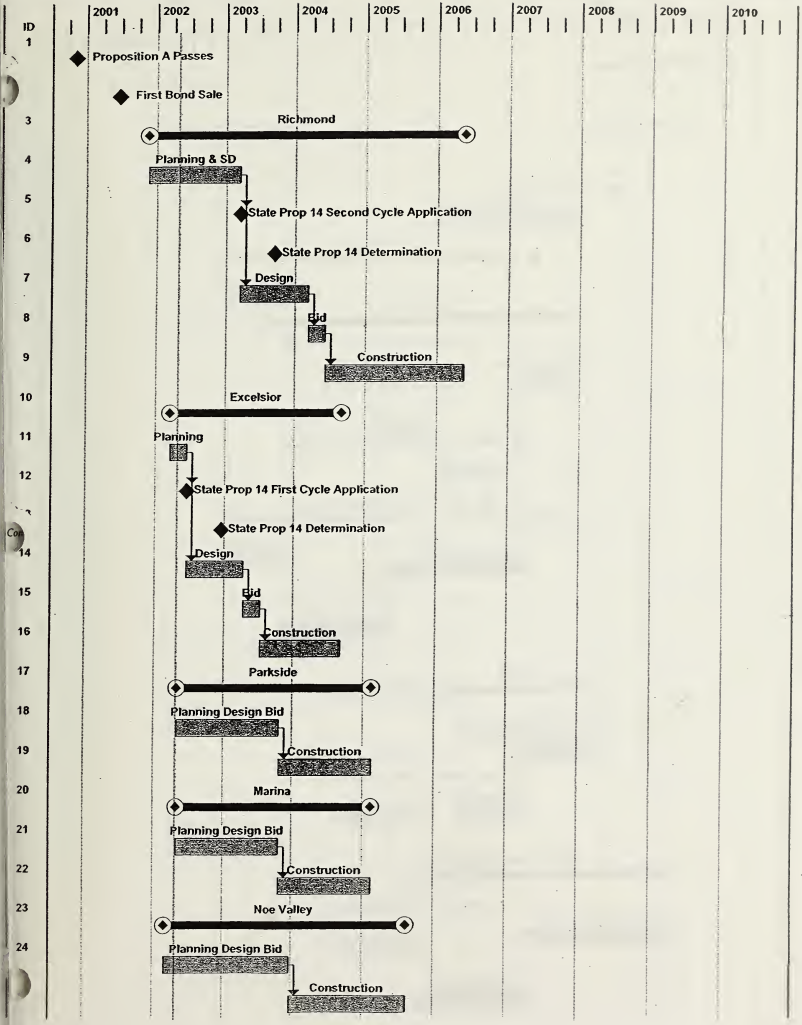
CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
May 16, 2002

JOB #	Branch	BUDGET: Sessine Budget (10/01)	BUDGET: Approved Budget (2/02)	REVENUE: City Prop. A Bonds	REVENUE: State Prop. 14	REVENUE: Other Sources	REVENUE: Total All Sources	REVENUE: Appropriated	REVENUE: Reserve	REVENUE: Total Available	EXPENDITURES/ENCUMBRANCES: Budget 30-Apr-02 A	EXPENDITURES/ENCUMBRANCES: Actual 30-Apr-02 B	EXPENDITURES/ENCUMBRANCES: Balance 30-Apr-02 A+B
Phase 0 Projects													
GP	7514A Glen Park	1,770,000	3,426,000	3,426,000			3,426,000	1,336,000		1,336,000	1,770,000	8,948	1,761,052
IN	7516A Ingleside	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	1,770,000	45,206	1,724,794
PL	7518A Portola	1,770,000	1,770,000	1,770,000			1,770,000	1,770,000		1,770,000	5,000	76	4,924
VV	7521A Visitacion Valley [1]	2,090,000	2,090,000	0	2,090,000		2,090,000	2,090,000		2,090,000			0
SC	7523A Support Services / Brooks [1]	tbd	tbd				0			0			0
	SUBTOTAL	*7,400,000*	*9,056,000*	*6,966,000*	*2,090,000*	-	*9,056,000*	*6,966,000*	-	*6,966,000*	*3,545,000*	*54,230*	*3,490,770*
Phase 1 Projects													
EX	7525A Excelsior	3,629,000	3,629,000	3,629,000			3,629,000	730,000		730,000	730,000	63,196	666,804
MA	7510A Marina	4,110,000	3,904,500	3,904,500			3,904,500	790,000		790,000			0
MB	7514A Mission Bay	3,350,000	3,350,000	3,350,000			3,350,000	3,350,000		3,350,000	81,000	60,227	19,773
NV	7511A Noe Valley	4,410,000	4,189,500	4,189,500			4,189,500	640,000		640,000	640,000	21,178	618,822
PE	7512A Parkside	2,660,000	2,738,000	2,738,000			2,738,000	550,000		550,000	0		0
RI	7513A Richmond	7,600,000	7,246,500	148,500	4,700,000	2,400,000 (2)	7,248,500	2,370,000		2,370,000	162,747	115,629	47,118
VV	7522A Visitacion Valley	3,230,000	3,066,500	1,806,500	1,260,000		3,066,500	820,000		820,000			0
SC	7524A Support Services / Brooks	8,000,000	8,828,000	8,828,000			8,828,000	215,000		215,000			0
	SUBTOTAL	*36,510,000*	*36,752,000*	*26,592,000*	*5,960,000*	*2,400,000*	*36,752,000*	*9,465,000*	*0*	*9,465,000*	*1,063,747*	*187,034*	*676,713*
Phase 2 Projects													
GP	7515A Glen Park	2,800,000	1,270,000	1,270,000			1,270,000	434,000		434,000	38,615	37,815	1,000
IN	7517A Ingleside	2,800,000	2,880,000	2,880,000			2,880,000			0			0
PL	7520A Portola	2,800,000	2,880,000	2,880,000			2,880,000			0			0
NB	7526A North Beach	3,460,000	3,287,000	3,287,000			3,287,000			0			0
SS	7527A Sunset	1,460,000	1,416,500	1,416,500			1,416,500	15,000		15,000	15,000	1,694	8,306
WP	7528A West Portal	4,110,000	3,904,500	3,904,500			3,904,500			0			0
	SUBTOTAL	*17,460,000*	*15,197,000*	*15,197,000*	-	-	*15,197,000*	*449,000*	-	*449,000*	*48,615*	*39,509*	*9,306*
Phase 3 Projects													
BV	7529A Bayview	3,629,000	3,629,000	3,629,000			3,629,000			0			0
EV	7530A Eureka Valley	4,560,000	4,351,000	4,351,000			4,351,000			0			0
OR	7531A Ortega	3,560,000	3,342,000	1,152,000	2,200,000		3,342,000	70,000		70,000			0
WA	7532A Western Addition	3,430,000	3,256,500	3,256,500			3,256,500			0			0
	SUBTOTAL	*15,390,000*	*14,620,500*	*12,420,500*	*2,200,000*	-	*14,620,500*	*70,000*	-	*70,000*	*0*	*0*	*0*
Phase 4 Projects													
AZ	7533A Anza	4,740,000	4,503,000	4,503,000			4,503,000			0			0
BE	7534A Bernal Heights	5,360,000	5,092,500	5,092,500			5,092,500			0			0
GG	7435A Golden Gate Valley	5,340,000	5,073,000	5,073,000			5,073,000	50,000		50,000			0
PT	7536A Potrero	4,230,000	4,018,500	4,018,500			4,018,500			0			0
	SUBTOTAL	*19,670,000*	*18,677,000*	*18,677,000*	*0*	*0*	*18,677,000*	*50,000*	*0*	*50,000*	*0*	*0*	*0*
Phase 5 Projects													
ME	7537A Merced	4,200,000	3,990,000	3,990,000			3,990,000			0			0
PK	7538A Park	1,310,000	1,244,500	1,244,500			1,244,500			0			0
PD	7539A Presidio [1]	1,530,000	1,453,500	1,453,500			1,453,500	15,000		15,000			0
	SUBTOTAL	*7,040,000*	*6,688,000*	*6,688,000*	*0*	*0*	*6,688,000*	*15,000*	*0*	*15,000*	*0*	*0*	*0*
Program-Wide Services & Costs													
LM	7501A Library Program Costs	800,000	800,000	800,000			800,000	300,000		300,000			0
CS	7500A Program Consultants	750,000	750,000	750,000			750,000	300,000		300,000	300,000	84,240	215,760
PM	7508A City Program Management	3,600,000	3,600,000	3,600,000			3,600,000	810,000		810,000	810,000	84,208	525,792
RE	7502A Real Estate Dept	120,000	120,000	120,000			120,000	120,000		120,000	120,000	120,000	0
AE	7503A Art Enrichment Program	0	0				0	30,000		30,000	30,000	173	29,827
RM	Relocation & Moving Reserve	4,380,000	4,320,000	4,320,000			4,320,000			0			0
FE	Furniture & Equipment Reserve	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC	Bond Financing Costs	1,500,000	1,500,000	1,500,000			1,500,000	250,000		250,000	153,715	153,715	0
SF	Program Reserve	1,875,000	1,182,500	1,432,500			1,432,500	1,450,000		1,450,000			0
SF	Prop 14 Reserve		6,000,000	5,000,000			5,000,000	0		0			0
	SUBTOTAL	*27,605,000*	*32,272,500*	*17,522,500*	*0*	*15,000,000*	*32,522,500*	*3,060,000*	*0*	*3,060,000*	*1,213,715*	*442,336*	*771,379*
TOTAL		133,265,000	133,265,000	105,865,000	10,250,000	17,400,000	133,515,000	20,065,000	0	20,065,000	5,871,277	723,109	5,148,168

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,126,000; Portola $1,126,000; Visitation Valley $1,380,000.
(Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial artwork)
(2) Earthquake Safety Program funds remaining for Branch Libraries
(3) Private donations from Friends & Foundation

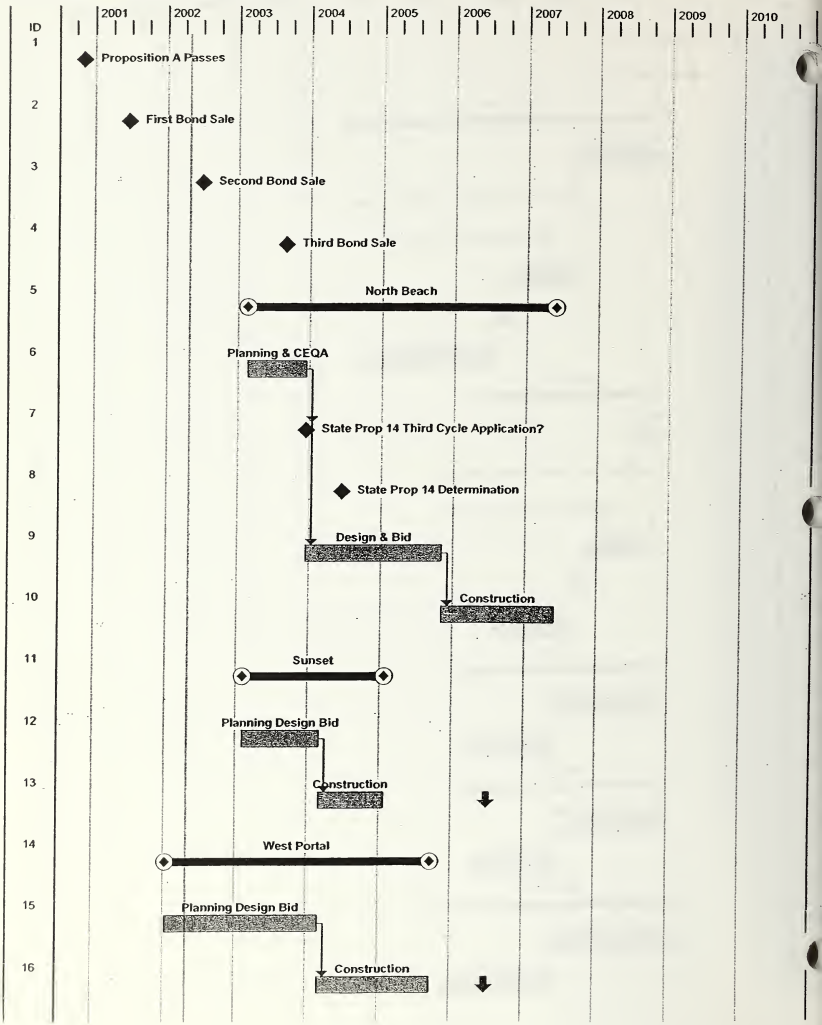
PHASE 1 DETAILED SCHEDULE

04-18-02



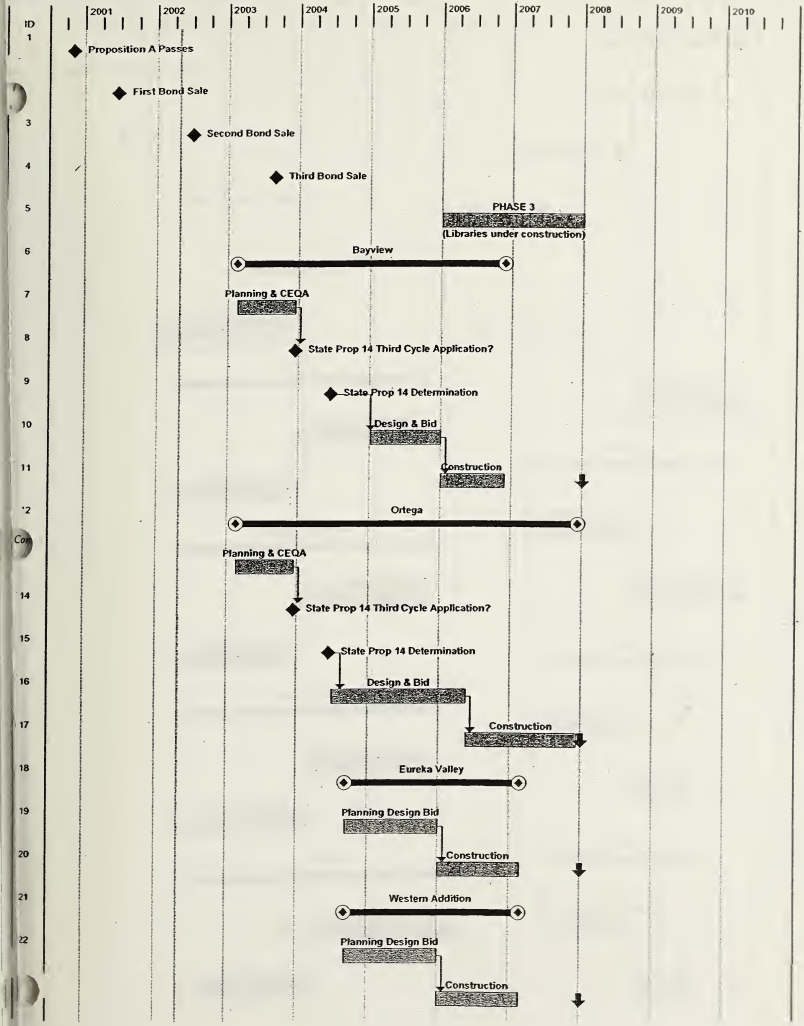
PHASE 2 DETAILED SCHEDULE

04-18-02

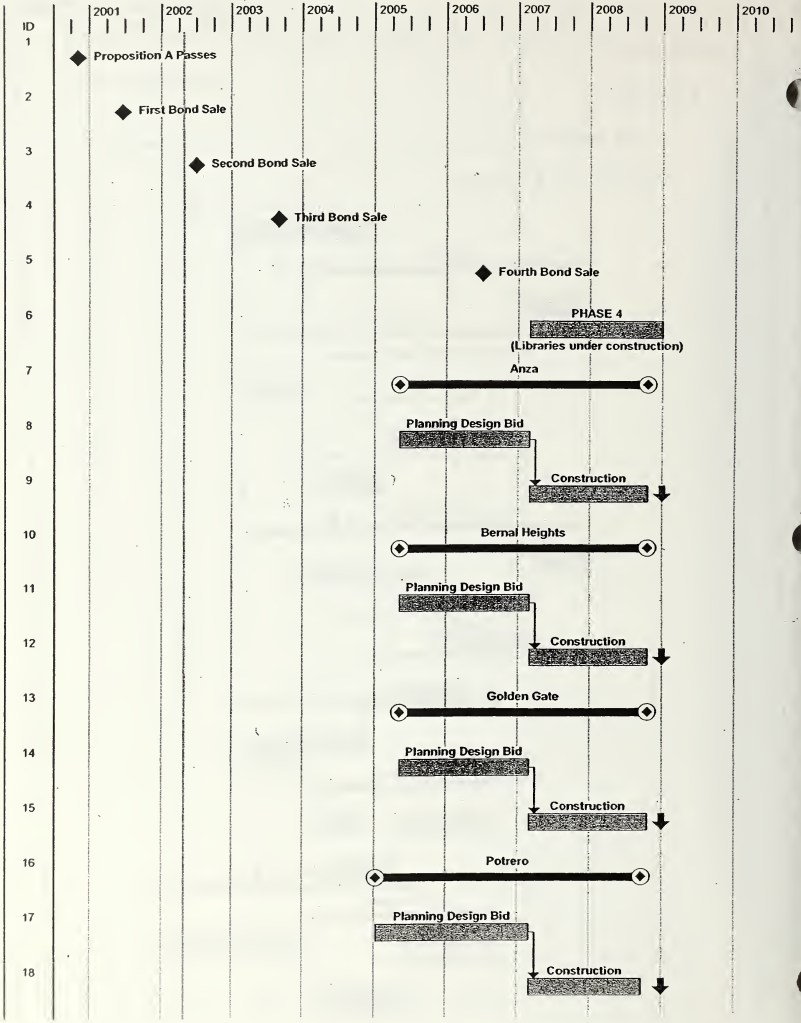


PHASE 3 DETAILED SCHEDULE

04-18-02

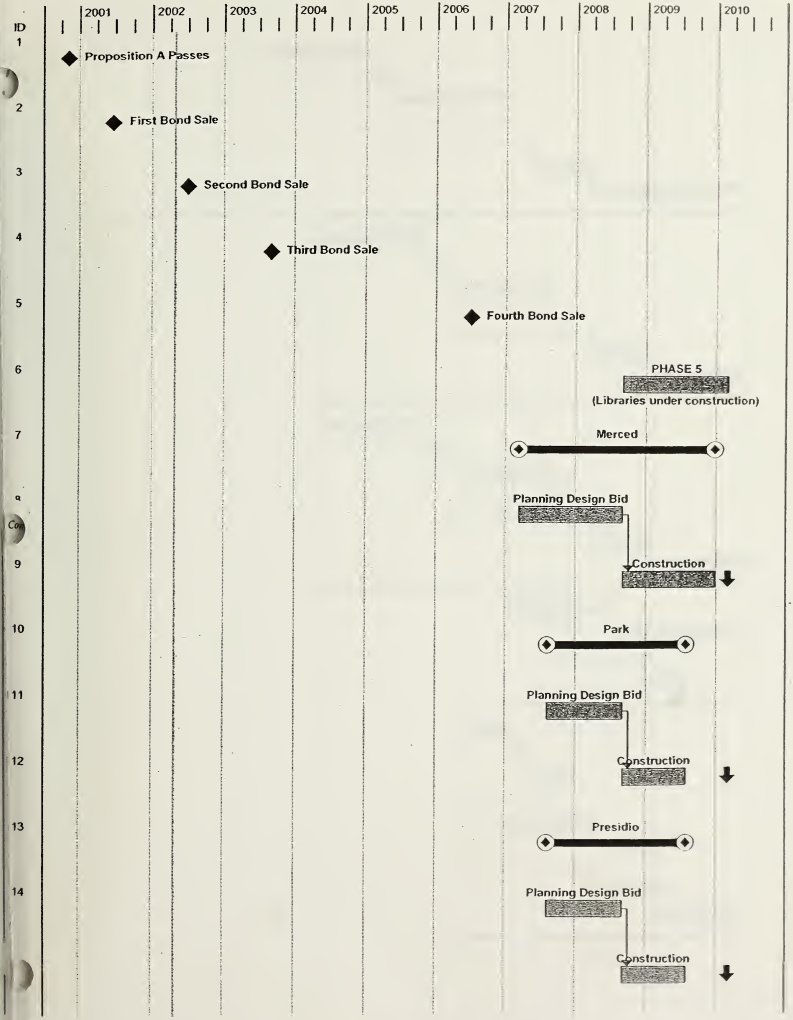


PHASE 4 DETAILED SCHEDULE



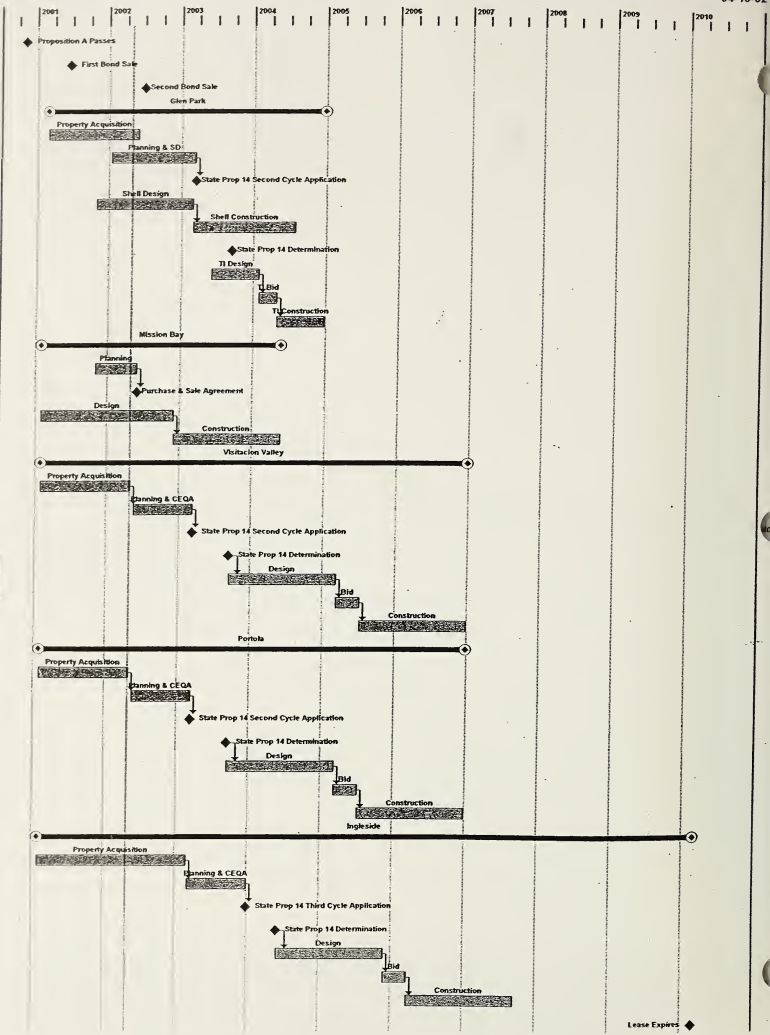
PHASE 5 DETAILED SCHEDULE

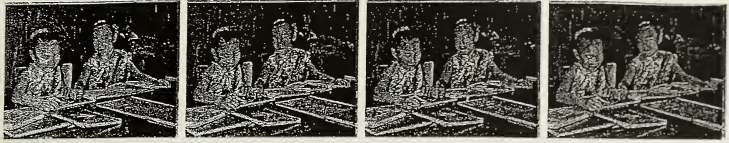
04-18-02

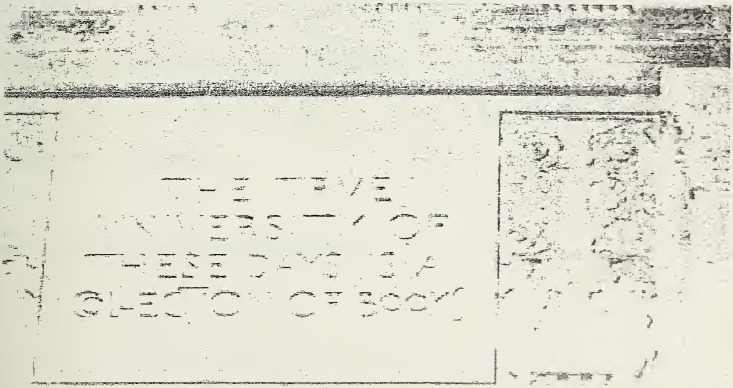


NEW CONSTRUCTION DETAILED SCHEDULE

04-18-02







BRANCH LIBRARY IMPROVEMENT PROGRAM

DESIGN EXCELLENCE PROGRAM GUIDELINES

INVITATION

May 16, 2002

To all interested parties:

Our public library buildings are part of San Francisco's architectural legacy. More specifically, they are symbolic of the San Francisco Public Library, dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community. The Branch Library Improvement Bond Program of November 2000 is a once-in-a-lifetime opportunity on the scale of the 1901 Carnegie Library Grant Program to distinguish this community-based legacy for the next generation.

In order to shape the way the Bond Program will promote excellent design, and in recognition and celebration of the creative diversity of San Francisco, we are establishing the following Design Excellence Program. This program will focus the way the City selects architects and engineers for its Bond Program projects. It concentrates the selection process on design excellence, opening up opportunities for emerging talent, and women / minority owned disadvantaged businesses. This program will raise the bar by subjecting work to the peer advisor process. And this program will allow for integration of the public in the design process through a series of mandated community & Commission forums.

Federal and State agencies have tested this approach. Local success, however, will be measured by the degree of participation and commitment by the public and the design industry. Consider this an invitation to the San Francisco community at large to contribute to outstanding, cost-effective, and enduring architecture dedicated to the mission of the San Francisco Public Library system.

Thank you,

Charles A. Higueras, AIA, Library Commission President

Susan Hildreth, City Librarian

Marilyn M. Thompson, AIA, Bond Program Manager

INTRODUCTION

The Design Excellence Program (DEP) is being instituted specifically for the Proposition A, November 2000, Branch Library Improvement Bond Program. This bond measure is an unprecedented opportunity for the San Francisco Public Library system the likes of which we may not see for another generation. The DEP will be administered by the Bond Program Manager hired by the San Francisco Public Library (SFPL). The principle goals of the Program are: (1) producing facilities that reflect the mission of SFPL; (2) emphasizing designs that embody the finest architectural thought; and (3) creating synergy with staff and neighborhoods. The DEP is manifested in three areas:

A/E Selection- To find the most creative talent, the selection of consulting architects will be according to design first, opening up the field for emerging talent. The first stage of an architect/engineer (A/E) selection will be based on the evaluation of portfolios. Emphasis will be on function, artistic ability and value. Only later in the second stage do firms need to establish complete design teams and staffing plans. For independent new structures & complex projects, a third stage may be added, a design competition. This strategy will emphasize quality design and allow for project teams tailored to each project.

Design Review- To benefit from the insights and expertise of professionals and ensure state-of-the-art thinking, the DEP will involve distinguished private-sector architects, interior designers, and planners in a design peer review capacity. Three-member panels will be appointed on a biennial basis, one peer review panel for each of the three Library Service Districts.

Public Review Process- To create synergy with the neighborhood, a public review process will be followed for each project, which represents the minimum requirements for community interaction. Responsive responsible design is an expectation of every design team, including the ability to achieve feasible, generally accepted designs from staff, administration and community while meeting budget and schedule requirements. "Design by committee", uniformity and mimicry of historic styles, however, are discouraged.

This guide will outline the three critical elements of the DEP and provide an overview of each process— A/E selection, design review and public review process—with a step-by-step guide for implementing it.

Consistent use of this guide will ensure fairness, maintain integrity of the process and promote respect for excellent design that is crucial to any successful project.

GOALS & OBJECTIVES

1. The policy shall be to provide facilities in an architectural style and form which reflects the mission of the San Francisco Public Library: "dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community". The functional accommodation to information access and independent learning should be inherent in the designs. Space planning efficiencies which lead to quicker return of collections to the shelf and increased staff / public interaction should be realized. A physical manifestation of the "joy of reading" should be evident. Evoking the identity, vernacular and salient architectural characteristics of the neighborhood through consideration of form and materials should be evident. Public art, where required, should be integrated into the architecture rather than placed adjacent to it or added as an afterthought. The Design Excellence Program is not intended to displace, monitor or establish design requirements, industry standards, value engineering concepts, standard of care definitions, or Quality Assurance Programs of the City. Nor will the Design Excellence Program substitute or usurp mandated requirements of Civic Design Review; Art Enrichment Program, Landmarks Preservation Advisory Board, City Planning, and other regulatory agencies.

2. Major emphasis should be placed on designs that embody the most state-of-the-art architectural thought. Form + Function + Value. Styles, uniformity, and standardization must be avoided. Competitions, charettes and workshops may be held where appropriate. The advice of distinguished architects, interior designers, and planners shall be sought.

3. The public review process outlined shall be followed as a minimum gesture. The design team shall conduct as many community and staff meetings as needed to satisfy their design responsibility. This policy shall be tailored for each project and each neighborhood. Recognizing that consensus may be difficult, recognizing that inclusion in the decision-making process breeds understanding, and advocating that synergy creates good design, each design team shall adopt a process that identifies and includes its stakeholders. In addition, the concept of design shall extend beyond the boundaries of the property line and beyond the edges of the building, considering the context and urban design ramifications.

Renovations & Additions- Requests for Qualifications (RFQ) will be issued in two to three year intervals, each one establishing a pool of qualified Architecture / Engineering (A/E) teams. A ranked list will be created after a two-stage process involving Portfolio Evaluations and Interviews. Projects may be assigned to the listed A/E Teams in order of importance according to the final ranking.

New Construction & Complex Projects- Requests for Qualifications will be issued as the projects become active or after site selection is complete. A three-stage process of Portfolio Evaluation, Interviews and Design Competition will be conducted.

The A/E selection process is structured to find a designer, not the design. In the case of a three stage process, the design concepts submitted are simply responses to the RFQ criteria and may or may not be an appropriate solution. Competition submittals are giving insight into the Designer's approach rather than providing program, site, and technical requirements for the project.

General Regulations

Each RFQ shall fully describe the process, restrictions and decision-making criteria to avoid protests and unnecessary delays. More than one RFQ will be issued during the course of the Branch Library Improvement Bond Program. The success or failure of previous work performed for San Francisco Public Library will be considered in the evaluations.

The City will preside over the selection process. The City will decide whether to accept scores and the City will make the selections. The City reserves the right to reject the recommendations of the Panels, Juries and Committees or terminate the process without incurring any liability to any member of any A/E Team(s). The selected A/E Team(s) will enter into contract negotiations after a selection is made. In the event that the City is unable, for any reason, to enter into an agreement with the selected A/E Team(s), the City reserves the right to terminate discussions, without incurring any liability to any member of any A/E Team(s). The City may then elect to proceed negotiations with the next ranked firm.

Eligibility Requirements

Architects and engineers must be licensed in California. In addition, Business Tax License, Human Rights Commission Certification, Insurance, Domestic Partners Coverage and other City requirements will be necessary in order to submit proposals and enter into contracts with the City. The RFQ will outline eligibility requirements.

Panels, Juries and Selection Committees

Juries, Panels and Selection Committees are passive meeting bodies. Deliberations and schedules are procurement sensitive and will not be revealed until after selections are made. Members shall be drawn from City, State, Federal and private sectors, including educators, public officials and practicing designers. Names may be released immediately before Interviews and Competitions. Members will refrain from discussing their deliberations until final rankings are issued. Each member and advisor must sign a "Conflict of Interest Affidavit". No person may serve if that person or any member of that person's family has any direct financial or employment interest in any of the firms being evaluated.

Each member of a Panel, Jury or Selection Committee should have expertise pertinent to the particular project(s) and should have in-depth knowledge of the particular discipline or representation requested. The City will strive to combine expertise to achieve balance and allow members to learn from each other. Each member should respect the views of his/her fellow members. Members should be individuals of similar standing in their respective fields. Open, curious minds, candid discussion, and collaboration will be supported. Members are each responsible to independently evaluate and rate candidates using the criteria published in the RFQ.

The City selects Panel, Jury and Selection Committee members, manages the interviews and competitions, and coordinates all logistics.

Advertising & Announcements

The RFQs will be publicly advertised as required by City Charter. In addition, RFQs should be announced in design magazines and local architectural and engineering professional organizations in order to ensure maximum participation of the design community. Announcements should also be posted in the branch libraries, Main Library and website.

Stage I: Portfolio Evaluations

In Stage I, the City will solicit design portfolios from Design Firms and Lead Designers. Portfolios will be evaluated and a short-list of Design Firms will be invited to participate in Stage II. The goal of Stage I is to short-list the Prime Consultants based on design. Design Firms shall identify a Lead Designer and submit examples from his/her portfolio along with recently completed work by the firm.

Steps in Stage I:

- **Public Advertisement.**
- **Pre-Proposal Meeting.**
  To orient those interested in the RFQ, a meeting will be held at a publicly accessible location in the City. This is a meeting to answer questions about the project(s) and the selection process and to network with possible joint venture partners. HRC, representatives of the Library and DPW will be present. Attendance will not be mandatory, but is considered in the City's HRC good faith efforts.
- **Submission of Portfolios.**
  The Lead Designer may be more than one person. The Lead Designer may be an individual, a studio, or collaboration of individuals within a Design Firm. Lead Designers will be evaluated according to the portfolio and previous work for SFPL. The Design Firm may be one firm or a joint venture. The portfolio must contain only the information requested in the RFQ. No other information will be accepted. Incomplete Portfolios will not be evaluated. The following information should be requested:
  1. Documentation of three outstanding projects by the Lead Designer completed within the past ten years.
  2. A written statement of design philosophy, understanding of the design issues, design approach, and commitment by the Lead Designer.
  3. Biographical information of the Lead Designer
  4. Documentation of five outstanding projects by the Design Firm completed within the past ten years.
- **Evaluation of Portfolios by Selection Committee.**
  Design Firms and Lead Designers will be evaluated by a Committee based on their portfolio submission and any previous work for SFPL. The Committee will submit scores to the City.
- **Application of Bid Preferences.**
  The City's Human Rights Commission (HRC) applies bid preferences. Note that rankings may change after application of preferences.
- **Short-Listing.**
  The City will issue a Short-list as specified in the RFQ. Short-listed Design Firms and Lead Designers will be invited to participate in Stage II.

Stage II: Team Interviews

In Stage II, the Design Firms and Lead Designers short-listed in Stage I form A/E Teams according to the requirements of the RFQ and are interviewed. Sub-consultant goals will be established at this stage. All A/E Teams must comply with the City's M/WBE program administered by the Human Rights Commission in order to be interviewed. Each A/E Team submits supporting material to demonstrate capability, responsibility, and commitment. An Interview Panel scores the A/E Teams, considering both interviews and supporting material. Stage II is slightly different for New Construction & Complex Projects than for Renovations & Additions, as noted below.

Steps in Stage II:

- **Announcement of Stage II.**
  Names of short-listed Design Firms/Lead Designers invited for Stage II are released. Sub-consultant goals, a schedule, and criteria for evaluation are issued to the short-listed Design Firms/Lead Designers. A minimum of 30 days will be allowed to prepare and submit supporting material in response.
- **Pre-Interview Meeting.**
  A meeting will be held at a publicly accessible location in the City to answer questions and to network with possible sub-consultants. HRC, representatives of the Library and DPW will be present. Attendance will not be mandatory, but is considered good faith effort.
- **Submission of Supporting Material.**
  Each A/E Team must submit supporting material in the format described by the RFQ, profiling the team's organization, qualifications, and past projects and providing the required HRC Forms. Compliance with sub-consultant goals will be established before being permitted to proceed to the interviews. Only complete supporting materials will be forwarded to the Interview Panel.
- **Interviews.**
  The Interview Panel will interview each A/E Team. The Interview Panel may or may not consist of the same members as the Stage I Committee. Interviews should occur consecutively and be attended by HRC. Interviewees should be prepared to respond to questions, be able to clarify supporting material, and complete their presentations within a fixed time period. The interview should focus on the Lead Designer's personal commitment, his/her relationship to the remainder of the A/E team, and the capability of the A/E Team to develop the design in a timely and responsible manner. Evaluation criteria will be established in the RFQ.
- **Scoring of A/E Teams by Interview Panel.**
  The Interview Panel will score the A/E Team. The Interview Panel will consider the supporting material as well as the interviews. Scores will be according to RFQ published criteria.
- **Application of Bid Preferences.**
  HRC applies bid preferences. Note that rankings may change after application of preferences.
- **Final ranking released & projects assigned (two stage process).**
  The final ranking will be released. The top ranked firms will be selected for the pool of A/E Teams available for assignment, as designated in the RFQ. Projects may be assigned in order of importance according to the final ranking. Not all firms in the pool will be guaranteed assignments. Not all sub-consultants will be guaranteed work of any magnitude, only as necessary due to the particular nature of a project. Additional specialized consultants may be necessary due to the particular nature of a project. Supporting material demonstrating capability, responsibility and commitment will be required of added consultants and reviewed by HRC.
- **Competition Short-list released (three stage process).**
  The final ranking will be released. The RFQ will designate the number of A/E Teams that will be invited to participate in Stage III.
- **Assurance of Compliance & Issuance of Purchase Orders (three stage process).**
  Each A/E Team advancing to Stage III will have to comply first with City vendor requirements, in order to receive the stipend. If top ranked A/E Teams from Stage II are not compliant, the City may elect to include the next ranked A/E Team.

Stage III: Competition

The goal of Stage III is to have invited A/E Teams prepare a "vision" for a particular project. The city will select the A/E Team based on the Stage III evaluation of the design concepts by an independent jury, as well as previous Stage I and II evaluations. The top ranked A/E Teams from Stage II compete for the final selection. A stipend will be paid to each participating A/E Team at the conclusion of the competition process.

The Vision Competition will be a tool to test the A/E Team's response to basic functional & technical requirements, ability to integrate the facility into its context, proposed image to be conveyed, and the commitment to the project.

The A/E Teams will participate in a short, maximum 10-day, design competition. They are compensated for their design services with a nominal stipend. The A/E Teams will respond to the program and site as described in the Vision Competition package, illustrating their "vision" of the project. An Independent Jury evaluates the design concepts. The Jury should not know which competitors created which designs, a "blind competition". The Jury selects the competition winner. The Jury will consist primarily of voting design professionals and at least one non-voting community member and one non-voting library staff member.

The City will weigh substantially the Jury evaluation (at least 50%) along with the Stage II final ranking to make the final selection.

Steps in Stage III are:

- **Pre-Competition Briefing.**
  Each invited approved A/E Team will be given a Competition Package at the briefing describing the process, the evaluation and the required submittals. The Pre-Competition Briefing will be an open session to review procedures, design guidelines, space program, site information, and other project-specific criteria. This session must be attended by representatives of each A/E Team and include the Lead Designer. The City will respond to questions at the briefing.
- **Submission Preparations.**
  During the half of the competition period following the briefing, the participating A/E Teams can submit written questions and requests for additional information to the City. All questions received will be answered promptly, and written copies of all questions and answers will be sent simultaneously to each participating A/E Team. Anonymity of the source of questions will be maintained in the written responses.
- **Submission of A/E Team Design Concepts.**
  Each participating A/E Team will have a period of at most 10 days to prepare and submit its design concept in response to the criteria set forth in the Competition Package. The "vision" should reflect a free-flowing graphic expression that explores what the facility could be. The "vision" submission, including required drawings and written materials, shall be delivered to the place and time, on the date and to the address specified. Each A/E Team will be responsible for making their submittal on time. Non-conforming submittals will not be accepted and stipends will not be paid unless a submittal is made.
- **Evaluation of Design Concepts by Independent Jury.**
  Upon receipt, the City will evaluate each submission to ensure compliance with specified criteria. Only those submissions that, in the sole judgment of the City, meet specified criteria will be passed on to the Independent Jury for consideration. The Jury will review, analyze, and discuss the design concepts and will select one competition winner. The competition winner will receive 100 points, all other teams receive 65 points.
- **Selection of A/E Team.**
  The City will weigh substantially (at least 50%) the jury selection and add this to the Stage II final rankings to determine the final selection.
- **Awarding of Design Contract.**
  The City will enter into negotiations with the selected A/E Team. In the event the City is unable, for any reason, to enter into an agreement with the selected A/E Team, the City reserves the right to terminate discussions without incurring any liability to any member of the A/E Team and proceed to negotiate with the second ranked firm. For regulations governing negotiations and contract award, reference City Charter and Administrative Code.

Three panels of private-sector peers corresponding to the three library service districts will assist the City in its responsibility to oversee the development of the projects by participating in design reviews. Each panel will consist of three members, an architect, an interior designer and an urban planner. Each panel will be responsible for design review of projects within their assigned library service districts during their term. Terms are expected to be two years. Commitment during a typical two-year term is as follows: three to four projects, each project having two to three community meetings, one meeting with architect & fellow panelists, and one public critique to the Library Commission. Peer panelists will serve voluntarily without compensation.

Roles and Responsibilities of the Private-Sector Peers
As highly respected professionals, the peers' advice and insights are invaluable to those responsible for the design of the project. In this context, the peers take on the following critical roles:

Educator: Many other individuals involved in the project are not architects or designers and usually are not familiar with design language or the nature of the design process. By sharing their expertise through critique, helping non-designers interpret design proposals and identifying potential design options, peers help facilitate a full, open, and constructive discussion to reach the best design solutions possible.

Advocate: With any significant public architectural project there exists a multitude of perspectives from clients and users. Because of practical limitations, not all these stakeholders can participate in the design review process. The peers, as objective experts, can help represent voices and issues not otherwise present. This could include being advocates for the functional work environment, the urban and public context, or the long-term ecological and environmental impacts of design decisions. It is important to advocate design excellence, elevating the discourse and inhibiting a lowest common denominator conclusion on the design of any one project.

Provocateur: As professionals, the peers have a responsibility to express openly and fairly their best judgments based on expert knowledge and extensive experience. As non-stakeholders, they are in a position to ask sensitive, but pointed, questions that City staff and client representatives may be reluctant or unable to ask or examine. As individuals not intimately involved in the project, the peers help address misperceptions and hidden assumptions to ensure that all potential issues are fully explored and evaluated.

Consensus builder: The peers, as neutral parties, can play a pivotal role in focusing the discussion and creating an environment that encourages everyone to speak. They can help build consensus on what design quality is and keep everyone focused on quality concerns. Peers, by training and experience, are able to synthesize various views and articulate the best choices when opinions differ.

Communicator: Design reviews can easily conclude with everyone having expressed opinions but nobody knowing what it all means. Often a discussion has evolved into an imprecise consensus. The peers can help the group develop specific conclusions and leave the session with objectives, decisions, and concerns that can provide cogent insight, caution, and direction for the design team.

Process
One official Design Review Session will be held at the conclusion of the Schematic Design Phase where the project is publicly presented to the Library Commission by the A/E team and the peer panel gives their critique. The Design Review Session will help the Commission determine adequacy and appropriateness of the project design. If found to be acceptable with minor comment, it would proceed into Design Development Phase.

However, the quality of a project's design review is improved if peer feedback is timely, constructive and candid. To encourage this, peers should attend the project's community forums (2 minimum per project), review community meeting notes, correspondence, and news items related to the project, and review progress drawings as practicable. The A/E Team will show the recommended schematic design to the peers and peers will subsequently discuss their critique amongst themselves before the Design Review Session. This time should be used by the peers to establish clear recommendations for the A/E team.

Logistics

Private-sector peer participation will be coordinated by the Bond Program Manager. Peers will serve up to two - year terms uncompensated, and cannot be listed on any of the A/E teams under consideration during their term (in any district). Peers living in San Francisco will not be assigned to the panel serving the library district they live in. The Bond Program Manager will seek recommendations and advice from local chapters of relevant professional organizations and receive letters of interest from prospective peer panelists. The Bond Program Manager will establish the Peer Panels and maintain a list of available peers who have agreed to serve. The Bond Program Manager will be responsible for providing the peers with appropriate background materials, program objectives, and design information on the project. The terms of peer panels will correspond to the Bond Program Project Schedules, allowing members to follow projects through schematic design without change of membership if at all possible.

Qualifications & Desirable Traits

Peer candidates shall be highly respected in their fields. It is desirable that peer panelists live in San Francisco or be familiar with its neighborhoods and communities. Peer panelists shall not have any conflict of interest and will be required to sign an affidavit attesting to this. Peer candidates will submit a resume verifying their experience and standing in the field or discipline requested, including a list of publications & awards. Candidates will also submit a letter of interest attesting to commitment & availability, understanding of terms & conflict of interest, and answering the questions: "Why do you want to participate in design review of San Francisco's Branch Library Improvements? What do you have to offer?"

PUBLIC REVIEW PROCESS

In order for the Library Commission and SFPL Administration to adequately respond to the sheer number and complexity of projects in the Bond Program and fully understand community concerns, every project must comply with a minimum process of public review as set forth below. This is in addition to regularly scheduled Library Commission meetings with monthly budget, schedule & progress reports. This is in addition to regulatory agency requirements, Board of Supervisors oversight requirements, general obligation bond requirements and public contracting code requirements. The process is meant to be meaningful and to heighten the awareness of the design team, not to suggest "design by committee" or to lower expectations to a common denominator.

Public reviews will occur at community-based forums and at indicated Library Commission meetings. All such meetings and forums shall be publicly noticed and in an accessible location within the City. Community forums shall be held in the branch library if possible. Notes will be taken at community forums and made available to the public & the Commission within one month. Public review shall occur at the following stages of design & construction, at a minimum:

Planning: At completion of a community assessment, at least one community forum will be held to discuss the library service needs of the community, the plans to address those needs, and the resultant building program necessary to provide those services, within budgetary & technical parameters (ie: historical, structural, ADA). The presentation may include charts describing programs & collections, adjacency diagrams, bubble diagrams, and square footage allocations. The purpose of the forum is to collect public input and comment for incorporation into the design.

Conceptual Design: At completion of programming, at least one community forum will be held to present the final program and multiple conceptual plans to the community. The presentation may include options with pros & cons, sketches & diagrams, rough-order-of-magnitude estimates, and responses to previous public comment. The purpose of the forum is to collect public input and comment for incorporation into the design.

Schematic Design: At completion of conceptual design, the final recommended schematic plans shall be presented to the Library Commission. The Peer Panel will provide their critique. The community and general public may submit comment. The presentation may include floor plans, elevations, sections, model, site plan, estimate, and responses to previous public comment. The purpose is to review the design and determine if the A/E Team may proceed into Design Development. The Library Commission may elect at this point to re-design and/or to require additional community forum(s).

Construction Documents: At 90% completion of construction documents, before bid, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation may include detailed drawings, specifications, detailed cost estimate, quality assurance reviews, value engineering recommendations, add-alternate bid items and regulatory agency approvals. The purpose is to determine the appropriateness of the project to be issued for bid.

Bid: Upon receipt of bid, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation shall include the bid tabulation. The purpose is to discuss the appropriateness to proceed into construction and the award of alternates, if any. The Commission's discussion is will not determine lowest responsive responsible bidder.

Construction: At Substantial Completion, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation may include summary reports on progress of work, change orders and payments, the punch-list, and project financial report. The purpose is to discuss the appropriateness of closing out the construction contract and how to allocate remaining funds, if any.

Close out: At Final Completion, the project shall be presented to the Library Commission. The community and general public may submit comment. The presentation shall be a final tally of all expenditures on the project. The purpose is to allocate remaining funds or appropriate additional funds, as indicated.

SAN FRANCISCO ARTS COMMISSION

RICHARD NEWIRTH
ECTOR OF CULTURAL AFFAIRS

PROGRAMS
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
PERFORMING ARTS
PUBLIC ART

CULTURAL EQUITY GRANTS
SUITE 60

CIVIC ART COLLECTION
STREET ARTISTS LICENSES
SUITE 70

COMMISSION GALLERY
401 VAN NESS AVENUE
415.554.6080

//THECITY.SFSU.EDU/SFAC/
IL: SFAC@THECITY.SFSU.EDU

Com

MEMORANDUM

DATE: May 13, 2002

TO: Susan Hildreth, City Librarian
Marilyn Thompson, Branch Improvement Program Manager
✓Mike Housh

FROM: Judy Moran, Public Art Program
Telephone: 415/252-2586
Fax: 415/252-2595
Email: judy_moran@ci.sf.ca.us

RE: Branch Library Improvement Program Arts Master Plan

Here is the Branch Library Improvement Program Arts Master Plan with all the attachments. I am forwarding a one-sided copy for ease of reproduction, as well as a copy that is double-sided.

Please let me know if you have any questions. Otherwise, Jill and I will see you at the Library Commission meeting this Thursday afternoon.

CITY AND COUNTY OF
SAN FRANCISCO

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

PROPOSED ART ENRICHMENT FUND
May 16, 2002

	JOB #	Branch	BUDGET Baseline Budget (10/01)	Approved Budget (2/02)	2% of Construction	Proposed Art Budget
Phase 0 Projects						
GP	7514A	Glen Park	1,770,000	3,428,000		3,428,000
IN	7516A	Ingleside [1]	1,770,000	1,770,000		1,770,000
PL	7519A	Portola [1]	1,770,000	1,770,000		1,770,000
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000		2,090,000
SC	7523A	Support Services / Brooks [1]	tbd	tbd		tbd
		SUBTOTAL	*7,400,000*	*9,058,000*		*9,058,000*
Phase 1 Projects						
EX	7525A	Excelsior	3,820,000	3,629,000		3,629,000
MA	7510A	Marina	4,110,000	3,904,500		3,904,500
MB	7518A	Mission Bay	3,350,000	3,350,000	46,000	3,304,000
NV	7511A	Noe Valley	4,410,000	4,189,500		4,189,500
PS	7512A	Parkside	2,880,000	2,736,000		2,736,000
RI	7513A	Richmond	7,630,000	7,248,500	107,000	7,141,500
VV	7522A	Visitacion Valley	3,230,000	3,068,500	48,000	3,020,500
SC	7524A	Support Services / Brooks	9,080,000	8,626,000	tbd	8,626,000
		SUBTOTAL	*38,510,000*	*36,752,000*		*36,551,000*
Phase 2 Projects						
GP	7515A	Glen Park	2,800,000	1,270,000	17,000	1,253,000
IN	7517A	Ingleside	2,800,000	2,660,000	42,000	2,618,000
PL	7520A	Portola	2,800,000	2,660,000	42,000	2,618,000
NB	7526A	North Beach	3,460,000	3,287,000		3,287,000
SS	7527A	Sunset	1,490,000	1,415,500		1,415,500
WP	7528A	West Portal	4,110,000	3,904,500		3,904,500
		SUBTOTAL	*17,460,000*	*15,197,000*		*15,096,000*
Phase 3 Projects						
BV	7529A	Bayview	3,820,000	3,629,000		3,629,000
EV	7530A	Eureka Valley	4,580,000	4,351,000		4,351,000
OR	7531A	Ortega	3,560,000	3,382,000		3,382,000
WA	7532A	Western Addition	3,430,000	3,258,500		3,258,500
		SUBTOTAL	*15,390,000*	*14,620,500*		*14,620,500*
Phase 4 Projects						
AZ	7533A	Anza	4,740,000	4,503,000		4,503,000
BE	7534A	Bernal Heights	5,350,000	5,082,500		5,082,500
GG	7435A	Golden Gate Valley	5,340,000	5,073,000		5,073,000
PT	7536A	Potrero	4,230,000	4,018,500		4,018,500
		SUBTOTAL	*19,660,000*	*18,677,000*		*18,677,000*
Phase 5 Projects						
ME	7537A	Merced	4,200,000	3,990,000		3,990,000
PK	7538A	Park	1,310,000	1,244,500		1,244,500
PD	7539A	Presidio	1,530,000	1,453,500		1,453,500
		SUBTOTAL	*7,040,000*	*6,688,000*		*6,688,000*
Program-Wide Services & Costs						
LM	7501A	Library Program Costs	800,000	800,000		800,000
CS	7500A	Program Consultants	750,000	750,000		750,000
PM	7509A	City Program Management	3,600,000	3,600,000		3,600,000
RE	7502A	Real Estate Dept	120,000	120,000		120,000
AE	7503A	Art Enrichment Fund	0	0		302,000
RM		Relocation & Moving Reserve	4,360,000	4,320,000		4,320,000
FE		Furniture & Equipment Reserve	15,000,000	15,000,000		15,000,000
FC		Bond Financing Costs	1,500,000	1,500,000		1,500,000
SF		Program Reserve	1,675,000	1,182,500		1,182,500
SF		Prop 14 Reserve	0	5,000,000		5,000,000
		SUBTOTAL	*27,805,000*	*32,272,500*		*32,574,500*
TOTAL			**133,265,000**	**133,265,000**	**302,000**	**133,265,000**

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT MASTER PLAN

The Branch Library Improvement Plan (BLIP) Art Enrichment Master Plan describes the Arts Commission's process for managing the creation and integration of artwork into the new branch libraries scheduled for construction in the Glen Park, Ingleside, Mission Bay, Portola, and Visitacion Valley neighborhoods, and into the expanded and renovated Richmond Library.

Arts Commission staff has consulted with Library staff to establish the parameters and objectives of the BLIP Arts Master Plan. The BLIP Arts Master Plan will:

1. articulate the process to be used to select and approve artists for each of the six libraries;
2. recommend the art enrichment allocation for each branch;
3. describe the mechanism for client and community involvement;
4. identify a range of art opportunities (sites and/ or approaches) specific to each site; and
5. create a cost and time effective process to maximize the amount of art enrichment funds that go directly into the artworks;
6. integrate artwork into the architecture of each branch, whenever feasible, in order to augment the art budget with architectural credits.

The goal of the BLIP Arts Master Plan to is acquire high quality art works of lasting aesthetic value that are appropriate to the library context and which can be easily maintained.

Although specifically adapted for this project, the art enrichment process described below is based on Arts Commission procedures that have proven successful for the development of the City public art collection for many years. This plan is intended as a general guide for the entire process; however certain procedures may need to be adjusted during its implementation to meet varying requirements at each branch.

San Francisco Arts Commission's Public Art Program

San Francisco's Public Art Program, one of the first in the country, was established by City ordinance in 1969. The Art Enrichment Ordinance mandates that 2% of the total construction costs of a wide range of capital improvement projects be allocated for art enrichment, to be managed by the San Francisco Arts Commission.

Since 1969, the Arts Commission has facilitated art enrichment as part of capital improvement projects throughout San Francisco in libraries, hospitals, police and fire stations, parks, courthouses, community centers, playgrounds, plazas, the airport, and other City projects.

All funding for the Public Art Program comes from a percentage of the construction budget for capital improvement projects undertaken by other city departments. The

1. Request For Qualifications
The Arts Commission distributed a Request for Qualifications (RFQ) (see Attachment 2) inviting professional artists residing in the San Francisco Bay Area with demonstrated experience in mixed media, sculpture, ceramics, functional art, or two-dimensional artwork to apply. The RFQ, which described the project and the application requirements, was distributed through a variety of outlets, including the Arts Commission website, Artweek (a regional arts publication), local newspapers, the Arts Commission mailing lists, local arts agencies, and participating library branches. Arts Commission staff also actively recruited potential candidates whose work was deemed appropriate for the BLIP arts projects.

As stated in the RFQ, applications were reviewed based on the following criteria:
•Artistic excellence and originality as evidenced by representations of past work in slides and other supporting material.
•Appropriateness of the artist's medium, style, and professional experience as they relate to the project goals and setting.
•Experience with projects of similar scope and scale, and/or adequate professional experience to handle the requirements of this project.
•Availability to participate in the design, approval and implementation of the project as required. (This criteria will be assessed during the proposal phase for finalists only.)

2. Artists Selection Panel
Arts Commission staff organized an Artist Selection Panel to meet one time only to review application materials and recommend a pool of artists for the prequalified artist candidate pool. Panelists, who were approved by the Arts Commission, were selected to represent a range of backgrounds and appropriate experience relevant to the BLIP Projects. (See Attachment 3.)

Staff sent copies of the applicants resumes and other materials to the panelists for their review prior to the panel meeting on April 17th. At the meeting, the Arts Commission staff presented applicants' slides of past relevant artwork to the panelists. After an initial screening, the slides were presented again, with panelists discussing the qualifications of each applicant before voting to include or not include them in the artist pool.

The panel concluded with a motion to recommend 30 candidates for the artist pool. (See Attachment 4.)

Phase II: Community Artist Selection Panels
Residents of each neighborhood in which a new or renovated library is sited will be invited to participate in the public art process. Arts Commission staff will establish a community selection panel for each participating branch. Each branch will include three community representatives, the branch librarian, and the branch architect, who will review and recommend three artists from a portion of the pool of pre-qualified candidates to develop proposals for their branch.

again to review the three proposals and recommend a finalist for approval by the Arts Commission. Some branches may have opportunities for more than one artist, although the overall budget for each branch will not be changed to accommodate more than one artwork.

Artists who have been selected and approved for developing artwork for any of the participating library branches will be eliminated from the prequalified artist candidate pool.

Approvals
All artists selected by the Artist Selection Panel and all artwork proposals recommended by each Community Artist Selection Panel must be approved by the Arts Commission. Although by Charter the Arts Commission is responsible for granting final approval for an artwork proposal, the Arts Commission works cooperatively with the client agency in assessing an artwork proposal, and will not grant approval to a proposal that is unacceptable to the client agency.

Arts Commission approval is required at the following points in project development:
1. artist selection panelists;
2. prequalified artist candidate pool;
3. artist preliminary proposal for each branch;
4. final design of the artwork for each branch, completed by the artist after entering into contract with the Arts Commission;
5. installed artwork, and approval to accept the artwork into the Civic Art Collection

Library Commission review:
Arts Commission staff will present the preliminary proposals recommended for implementation by the Community Artist Selection panel for each branch to the Library Commission for review and comment prior to the presentation to the Arts Commission (prior to Step #3).

Artist contract
The approved artist for each branch will enter into contract with the Arts Commission for design development, fabrication and installation of his or her artwork. During design development, the artist will work with the Arts Commission, the branch architect, and library staff to appropriately refine and integrate their proposal into the new or renovated facility. The Arts Commission will coordinate all aspects of installation with the facility's project architect, library representative, and General Contractor.

ADA Accessibility
Artists will be requested to consider programmatic accessibility in the development of their artwork proposals. In addition, a plaque will be installed at each branch with a reference to a notebook containing information in Braille and large type and an audiotape, prepared by the Arts Commission, with additional information about the artwork obtainable in the library. All artwork will be designed to comply with all applicable building codes and laws relative to ADA compliance.

•Screen or grill across garden entryway (not accessible)
•Concrete columns within the interior

Suggested theme:

•Nautical

(Due to the current late stage of design development of the Mission Bay branch, opportunities for integrating the artwork into the architecture of this facility will be limited.)

c. Richmond

Architectural Sites:

•Wall space in existing main reading room
•Entryway
•Landscaping elements, including seating and walkways
•Lighting at the entryway and on exterior of building
•New interior structural posts downstairs
•Fencing
•New stairway

Suggested theme:

•Cultural diversity of the neighborhood
•History of the Richmond District

2. Ingleside, Portola and Richmond

The art enrichment opportunities for these three branches will be explored in the early Fall of 2002 with branch librarians, architects, and community representatives. Maximum integration of artwork into the architecture of these three new branch libraries is possible because artists will be selected and under contract prior to design development.

Attachment 1

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM
PROJECTED ART ENRICHMENT BUDGET DATE: MAY 7, 2002

The Arts Commission budget for the Branch Library Improvement Program Art Enrichment Program, which is 2% of the total construction costs for the six participating library branches, is outlined below. By City Charter, 20% of the art enrichment budget is set aside for administrative costs, which include staff salaries, office expenses, and all other administrative costs associated with the project. In addition, the competition costs, which the Arts Commission is minimizing, are listed below. Other costs include a limited maintenance budget and an allowance for identification plaques.

TOTAL ART ENRICHMENT	$ 302,000.00	
Administration (20%)	$ 60,400.00	
Art		$ 241,600.00
Maintenance reserve		$ 10,000.00
Artist competition		$ 9,735.00
RFQ and Mailing	$ 700.00	
Initial panel honorarium (3 at $65 each)	$ 195.00	
6 branch panel honorarium		
(3 panelists per branch, 2 mtgs, @ $65 each)	$ 2,340.00	
6 branch artist proposal honorarium		
(three artists per branch, $250 each)	$ 4,500.00	
6 branch public proposal displays	$ 1,500.00	
($250 per display)		
Misc. competition expenses	$ 500.00	
Artist identification plaques for ADA access		
(one per branch at $750 each, installed)		$ 4,500.00
Total artwork expenses for design,		
fabrication, installation and contingency		
for 6 branches		$ 217,985.00
Average branch art budget (each of 6 branches)		$ 36,227.00

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Attachment 2

BRANCH LIBRARY IMPROVEMENT PROGRAM PUBLIC ART OPPORTUNITIES

REQUEST FOR QUALIFICATIONS

APPLICATION DEADLINE: MONDAY, APRIL 1, 2002
Applications must be received in the Arts Commission office or postmarked not later than 5:00 PM on the due date. *Faxed applications will not be accepted.*

Submit completed applications, with completed application form, to:
Library Bond Public Art Opportunities
San Francisco Arts Commission
25 Van Ness, Suite 240
San Francisco, CA 94102

DESCRIPTION OF PROJECTS

San Francisco will be constructing several new libraries and renovating some older libraries over the next few years in various neighborhoods throughout San Francisco. Currently, new libraries are planned for the Glen Park, Ingleside, Mission Bay, Portola, and Visitacion Valley neighborhoods, with the existing Richmond Library to undergo renovation.

The Arts Commission seeks to establish a pre-qualified pool of professional artist candidates working in a variety of artistic approaches to be eligible for consideration for several of the new or renovated library branches as opportunities become available. Opportunities will exist for artists who work in mixed media, sculpture, ceramics, functional art, or two-dimensional artwork. The approach for artwork will vary from branch to branch and some branches may include work by more than one artist.

PROJECT BUDGET

Individual artwork budgets will vary based on the scope of work for each branch as determined during the Library Bond Arts Master Plan process, now underway. Artists selected as pre-qualified candidates for specific library bond projects will be notified of the budget for artwork at that library prior to the beginning of the selection process.

Budgets for each individual art project will include an artist fee, all expenses related to the design development, including engineering, fabrication, transportation and installation of the artwork, insurance and all other project related expenses.

ARTIST SELECTION CRITERIA and CONSIDERATIONS

A limited number of applicants will be selected to become part of the Library Bond Artist Pool based on:

•Artistic excellence and originality as evidenced by representations of past work in slides and other supporting material.

•Appropriateness of the artist's medium, style, and professional experience as they relate to the project goals and setting.

•Experience with projects of similar scope and scale, and/or adequate professional experience to handle the requirements of this project.

•Availability to participate in the design, approval and implementation of the project as required.

The panel may also take into consideration when selecting artists whether or not an artist is already represented in the City's collection.

SELECTION PROCESS

After the application deadline of April 1, 2002, applications, prescreened by Arts Commission curatorial staff, will be presented to an Artist Selection Panel consisting of arts professionals, and representatives from the Arts Commission and the Library. This Selection Panel will recommend a pool of pre-qualified artists for consideration for future branch projects, based on the project criteria outlined above, to be approved by the Arts Commission.

Then community selection panels will be established for each designated library site to review slides of past artwork by those prequalified artists whose work is deemed appropriate for opportunities at their branch. The artist selection process for individual branches will not take place simultaneously, but as needed, per site.

Artists who have been selected and approved for developing artwork for any of the participating library branches will be eliminated from the prequalified candidate pool.

All artists selected by the Artist Selection Panels must be approved by the Arts Commission. The Arts Commission reserves the right to not accept any application or to not accept any artist recommended by any of the selection panels, and to reissue the RFQ for additional pre-qualified artist candidates.

Although the Arts Commission is responsible for granting final approval for an artwork proposal, the Arts Commission does work cooperatively with the client agency--which in this case is the Library--in assessing an artwork proposal, and is unlikely to grant approval to a proposal that is unacceptable to the client agency.

APPLICATION REQUIREMENTS

Please submit the following materials, as described below, all of which are required to constitute a complete application. Incomplete applications may not be accepted.

Americans with Disabilities Act
The selected artist(s) will be required to comply with American with Disabilities Act requirements in addition to related federal, state and local codes and will be encouraged to develop artwork(s) sensitive to programmatic as well as physical accessibility issues in cooperation with the Arts Commission and disabled communities.

Minimum Compensation Ordinance (MCO)
(This requirement pertains to artists who have over 20 employees, or artists who may have their artwork fabricated by a company with over 20 employees.) The selected artist(s) will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. Currently, the hourly gross compensation is $9.00 an hour. For the contractual requirements of the MCO, see paragraph 42 of the Ordinance. Note that the gross hourly compensation for covered employees increases to $10.00 for For-Profit entities on January 1, 2002 and increases 2.5% annually thereafter for 3 years. For Nonprofit entities and public entities, this increase is required only if the City makes the finding required by Section 12P.3(a)(ii) of the San Francisco
Administrative Code.

Additional information regarding the MCO is available on the web at
www.ci.sf.ca.us/mco.

Required Forms
The artist selected and approved by the Arts Commission shall be required to enter into contract with the City and County of San Francisco for the entire duration of the project. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the artist shall be required to maintain a San Francisco business tax certificate, and may need to obtain various types of insurance, including Automobile Liability insurance, General Liability insurance, Fine Arts insurance, and other insurance, as required by the City.

All information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

_____ Log No.
(For Office Use Only)

SAN FRANCISCO ARTS COMMISSION
PUBLIC ART PROGRAM
Library Bond Public Art Opportunities Application Form
Postmark Deadline: Monday, April 1, 2002

Artist's Name_____

Address _____

City/State_____ Zip Code _____

E-mail Address _____Telephone_____

Fax _____ Telephone #2 _____

Names and E-mail or telephone numbers of additional team members, if applicable:

Name _____ E-mail or Phone _____

Name _____ Email or Phone _____

Name _____ Email or Phone _____

To ensure that your application is complete, please check off the following items as enclosed:

___ This completed Application Form

_____ 10 labeled slides for each team member (if applicable), in a plastic slide sheet.

_____ Slide description list (2 copies).

_____ Self-addressed, stamped envelope for return of materials.

_____ Artist's statement of interest (One page, 9 copies)

_____ Resume (Four pages maximum, 9 copies)

_____ Copies of relevant reviews, articles, etc. (Three pages maximum, 9 copies)

Voluntary demographic information to be used for statistical purpose only.

Gender: _____ Male _____ Female

Ethnicity: _____ African-American _____ Caucasian
_____ American Indian _____ Latino/Chicano
_____ Asian/Pacific Islander _____ Other _____

How did you first learn about this project? ArtWeek _____ E-mail _____ US Mail _____ Public Art Hotline _____
(415-252-2588)

Public Art Web Site _____ SF City Web Site_____ Other Web Site _____ Other _____
(http://sfac.sfsu.edu/pubart)

Applicant's Signature _____ Date _____

SAN FRANCISCO ARTS COMMISSION

RICHARD NEWIRTH
DIRECTOR OF CULTURAL AFFAIRS

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Attachment 3

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

Artist Selection Panel Meeting on Tuesday, April 16, 2002 at 9 AM

The Arts Commission assembled the Branch Library Improvement Program (BLIP) Artist Selection Panel specifically to review applications for the BLIP Prequalified Artist Candidate Pool. This ad hoc panel met to recommend a pool of artist candidates from which artists would be selected to develop artwork for five new library branches and one expanded branch. One or two artists will be selected from this pool for each branch by individual Community Artist Selection Panels, to include three community representatives, the branch architect, and the branch librarian.

BLIP Artist Selection Panel Members:

•Marilyn Thompson, AIA, San Francisco Public Library Branch Improvement Program Manager

•Joan Jasper, San Francisco Public Library Chief Curator

•JoeSam, San Francisco artist. JoeSam has been creating public artworks for almost twenty years, including for a library in Florida, a public health center in Seattle, and, in the Bay Area the Mountain View Civic Center Plaza, the Ice Centre in San Jose, and the Tenderloin Children's Playground in San Francisco. Most recently he completed artworks for the new Los Angeles Police Department's 77th Street Regional Headquarters, and for the Martin Luther King Pool in San Francisco. He is currently a member of an Artist Team creating artworks for Muni's new Third Street Light Rail transit line in San Francisco.

•Saudy Sanchez, Public Art Officer, San Jose Office of Cultural Affairs. Ms. Sanchez is Project Manager for the City of San Jose's Public Library art enrichment projects. She is currently facilitating the integration of artwork into 20 new libraries in San Jose. Ms.Sanchez, who has a background in construction project management, has been with the San Jose Public Art Program since 2000.

•Beau Takajara, Director and CEO of ZeroOne--The Art and Technology Network, a nonprofit arts organization. Takajara, who has a degree in Art History has worked at numerous arts organizations in the Bay Area, including The San Francisco Museum of Arts for nine years. She also worked for the Yerba Buena Center for the Arts, prior to moving to the Tech Museum of Innovation in San Jose for several years.

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Attachment 4

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

PREQUALIFIED ARTIST CANDIDATE POOL
(The final approval of the Prequalified Artist Candidate Pool.)

ARTIST	MEDIUM
1. Seyed Alavi	Mixed media
2. Juana Alicia	Painted murals
3. Lois Anderson	Assemblage
4. Anders Barth	Carved clay
5. Teresa Camozzi	Collage, resin
6. Ann Chamberlain	Mixed media
7. Sheila Ghidini	Tile and ceramic
8. Daniel Goldstein	Metal sculpture
9. Cherrymae Golston	Quilts
10. Diane Andrews Hall	Paintings
11. Terry Hoff	Mixed media
12. Gordon Huether	Glass
13. Werner Klotz & John Roloff	Mixed media
14. Vincent Koloski	Neon sculptures
15. Reddy Lieb & Linda Raynsford	Glass and steel
16. Cork Marcheschi	Neon and metal
17. Anita Margrill	Mixed media sculptures
18. Oscar Melara & Kate Connell	Graphics, mixed media
19. Emmanuel C. Montoya & Rebecca Solnit	Painting, carved wood, writing
20. Jeff Northam & Rufus Butler Seder	Glass tiles
21. Johanna Poethig	Tiles, mixed media
22. Eric Powell	Metal gates, sculpture
23. Jon Rubin	Mixed media
24. Shan-Shan Sheng	Glass, painting
25. Amy Trachtenberg	Mixed media
26. Horace Washington	Mixed media
27. Ann Weber	Metal, ceramic tile
28. John Wehrle	Painted ceramic and relief murals
29. Rene Yung	Mixed media
30. Dana Zed	Glass

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25 VAN NESS AVE. SUITE 240, SAN FRANCISCO, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

SAN FRANCISCO ARTS COMMISSION

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Attachment 5

BRANCH LIBRARY IMPROVEMENT PROGRAM
ART ENRICHMENT PROGRAM

Glen Park Library Community Artist Selection Panel Questionnaire

The election of the community representatives for the Glen Park Community Artist Selection Panel is scheduled to be on the agenda at the Glen Park Library Community Meeting scheduled for TUESDAY, JUNE 11th, at 7 PM at the Glen Park Branch Library.

The Arts Commission welcomes your participation in the selection of the artwork for the new Glen Park Library.

The Arts Commission will work with Glen Park residents to determine art opportunities at the new Glen Park library facility. As part of this process, the Arts Commission will create a Community Artist Selection Panel to include three community representatives, the branch librarian and the branch architect. Glen Park residents interested in participating on the Community Artist Selection Panel may complete the questionnaire on the back of this document and submit it to the Arts Commission.

The Glen Park Community Artist Selection Panel will meet to review slides and other application materials of artists from a prequalified artist candidate pool. The panel will select three finalists, who will attend an orientation meeting with community representatives, the branch architect, and Library and Arts Commission staff to discuss art possibilities for the new Glen Park branch library. Based on information obtained at this meeting, finalists will complete artwork proposals, which will be displayed at the Glen Park Branch Library for written community comment. The community panel will reconvene to select one of these three proposals for implementation, pending approval by the Arts Commission. All panel meetings are open to the public.

If you are interested in serving on the Glen Park Community Artist Selection Panel for the new Glen Park Branch Library, please fill in the information on the back of this document and mail or fax it to the Arts Commission offices. If you are *not* interested in serving on the panel, but wish to vote on the community representatives and to participate in a discussion about the artwork for the Glen Park Library, please attend the meeting on Tuesday, June 11th.

Please mail your completed questionnaire to Judy Moran, Library Bond Art Enrichment Program, San Francisco Arts Commission, 25 Van Ness, Suite 240, San Francisco, CA 94102 or fax it to 415/252-2595 by Friday, June 7th.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Portola Branch Library Site Selection
Date: May 16, 2002

Staff is recommending that the Commission approve the Martin Luther King School site and the Boys and Girls Club site as preferred sites for the new Portola Branch Library. Staff also recommends that the Commission direct the City's Real Estate Division to enter into purchase negotiations with the San Francisco Unified School District for the Martin Luther King School site and, if those negotiations are not successful by July 1, 2002, proceed with purchase negotiations for the Boy and Girls Club site.

I wanted to recap the history of the Portola Branch site selection process for your information. The new Portola Branch Library is planned as a 6,000 square foot building, which would require a site of at least 8,000 square feet, ideally. Given those parameters, Charlie Dunn, City Real Estate, surveyed the neighborhood for potential sites. The Library held a community meeting on April 5, 2001, in which seven sites were presented for consideration. Although there was not one site that stood out as ideal, the field was narrowed to three sites for consideration, including the current leased location. On August 7, 2001, four sites were presented to the Library Commission for serious consideration, and the Commission authorized Real Estate to pursue information on these four options. The results of that investigation is as follows:

2450 San Bruno Ave. – Current leased location
Owner may be willing to sell, but relocation costs for current businesses, other than branch library, would be high; and location, although visible, is at a very dangerous corner with heavy traffic.

2574 San Bruno Ave. – Boys and Girls Club
Initially proposed as a partnership with the Library and Boys and Girls Club, owner is now willing to sell building and property for sole use of Library.

2660-2670 San Bruno Ave. – Round Table Pizza
Although this site as not been seriously researched, there would be sizeable relocation benefits for current use.

350 Goettingen – Martin Luther King Middle School site (corner of Bacon and Goettingen)
This site was suggested to the Library by James Taylor, principal of MLK Middle School, after April 2001 public meeting. Library and Real Estate staff have focused on this site as the best possibility and has invested much time in reviewing this potential sale with San Francisco Unified School District.

A site selection update was presented by myself and Marilyn Thompson at a District 10 community meeting held by Supervisor Maxwell on February 23rd at the MLK Middle School auditorium. An additional public meeting was held on March 6, 2002, at the branch to update the community on the site selection process. There was strong preference for the MLK school site. Also some preferred that the Library remain at the current site and some felt the Boys and Girls Club as a stand-alone library project would be viable.

The site acquisition budget for Portola is $1,770,000. Independent appraisals must be completed for any property that the City purchases. Although Real Estate is in the process of contracting for appraisals, it appears that, based on informal assessment, either recommended property could be obtained within the budgeted cost.

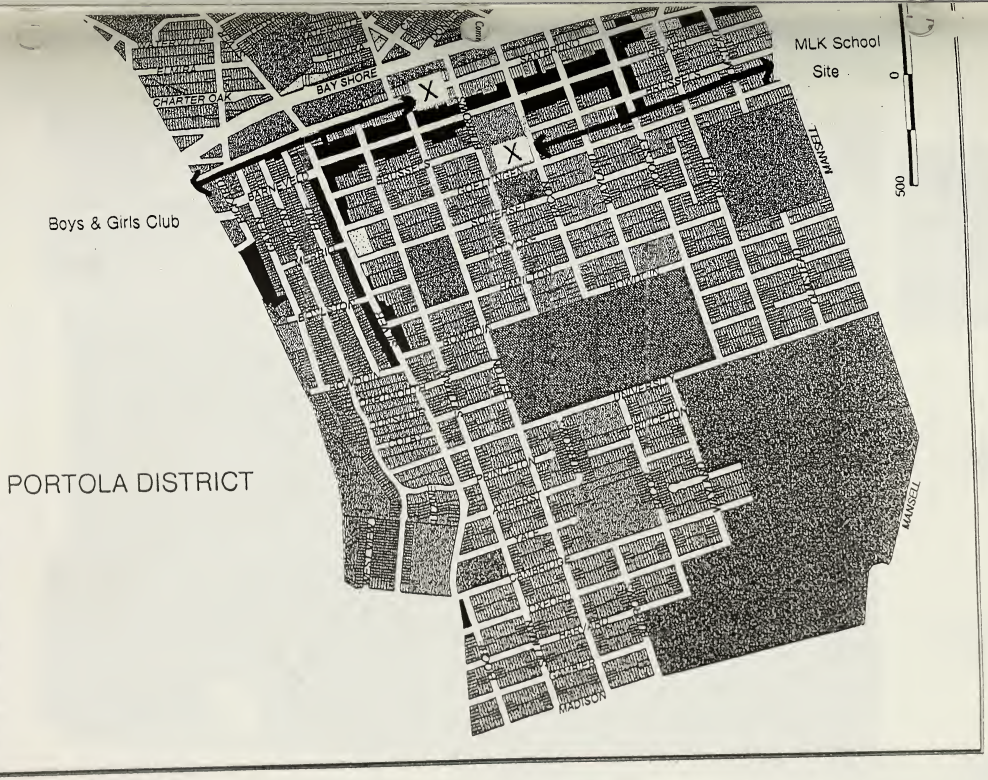
Staff is recommending your serious consideration of two of the sights described above. We believe that the MLK site is the best option and the Boys and Girls Club is also a very good alternative. Here is a summary of key points regarding the sites:

Martin Luther King Middle School – corner of Bacon and Goettingen

- Potential cooperative service agreements with neighboring schools would make this project a first priority for Prop 14 funding. We would anticipate a Cycle 2 application (due March 2003) so that purchase and sale agreement must be negotiated immediately.
- Provides for great opportunity for cooperation of branch with three neighboring schools – MLK Middle School, ER Taylor Elementary School and St. Elizabeth's. Branch library would not be a school library, but would complement the activities of the schools.
- Structured as a fair-market sale – City would purchase approximately 8,000 square feet from SFUSD and use for branch library
- Proposal has been discussed positively at the Buildings and Grounds Committee of SFUSD on April 3rd and has been discussed several times before the SFUSD – SF Board of Supervisors joint committee.
- Corner location provides distinct and separate image and space for public library. Adjacent school grounds will be improved.
- Although Library is not required to provide parking, there will be some street parking available at this location.

Boys and Girls Club – 2574 San Bruno Ave.

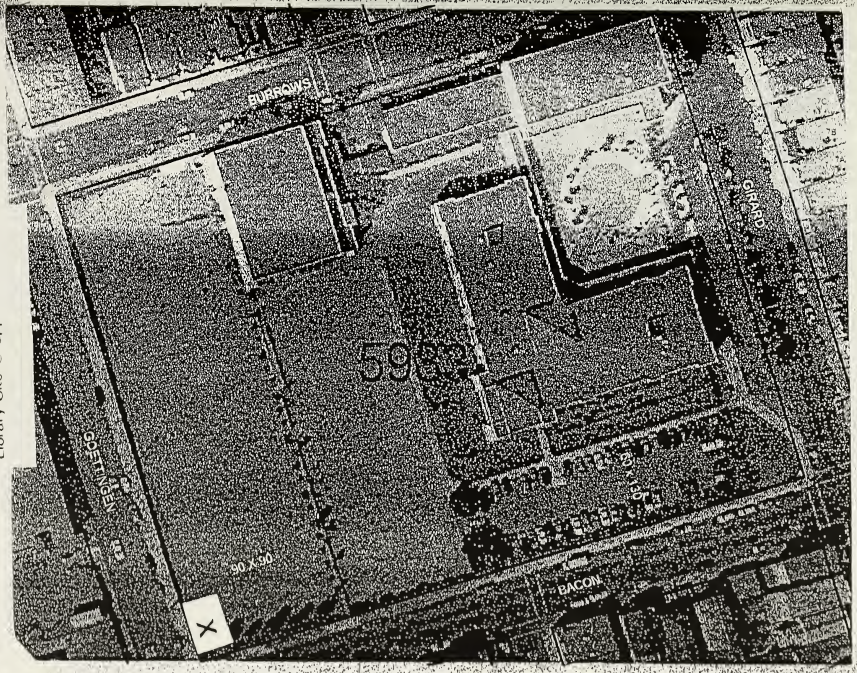
- Location on San Bruno Ave., which is the main commercial street of the Portola district. Highly visible location for branch library.
- Stand-alone project is easier to construct and operate than the initially proposed partnership with Boys and Girls Club.
- No issues regarding possible discomfort of adults visiting public library near school campus.
- Site is 8,120 square feet, which is adequate for current plans but would require additional floors to provide for any significant expansion.
- Very limited street parking on San Bruno.


MLK School
Site
0
500
Boys & Girls Club
PORTOLA DISTRICT
BAY SHORE
CHARTER OA
MANSELL
MADISOR

ASSESSOR'S BLOCK 5983 LOT 002

Martin Luther King Jr Middle School

Library Site @ upper left corner



Source: Department of Public Works. Copyright, 1996.

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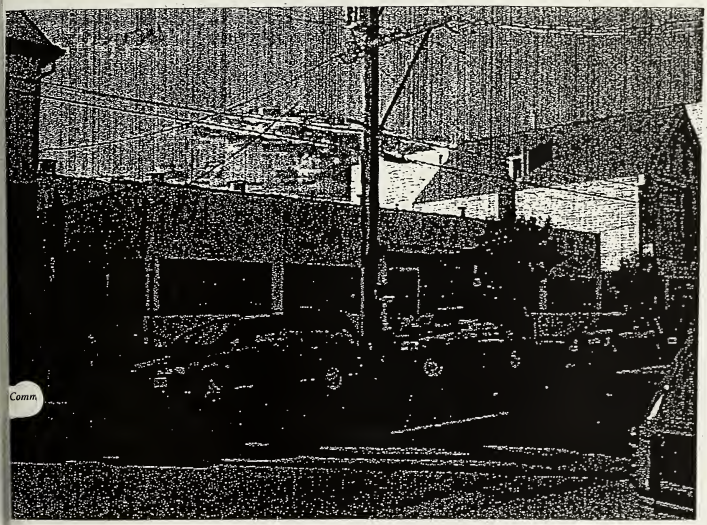
Boys & Girls Club Site



ddress:	2574 San Bruno Ave. Between Felton and Burrows Sts. Assessors Blk 5981 Lot 11
t Size:	8120 sf (79 x 100 irregular)
isting Zoning:	NC-2 Small Neighborhood Commercial
isting Improvements:	Single Story, built 1949
isting Occupants:	The Boys and Girls Club of San Francisco

Comm

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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MAY 20 2002
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Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE:	Tuesday, May 21, 2002
TIME:	4:00 PM
PLACE:	Koret Auditorium, lower level Main Library, Civic Center

AGENDA:

1. LIBRARY SUPPORT SERVICES CENTER — ACTION
   Presentation and discussion of and possible action to request the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Library Systemwide Support Services Center.
   Explanatory document: Library Support Services Center site acquisition documents

2. ADJOURNMENT (motion and public comment required) — ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. 5/17/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

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Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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Michael Housh, Commission Secretary 4/24/02

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Connie K. Chin
Steven A. Coulter
Fran A. Streets
Marian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF continuance of May 16, 2002 MEETING*

A continuation of the regular meeting of the San Francisco Public Library Commission of May 16, 2002 will be held as follows:

DATE: Tuesday, May 21, 2002
TIME: 4:15 PM or at the completion of the Special Meeting.
PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. BOND PROGRAM MANAGER'S REPORT — DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of: #1 *an informational presentation*: none; #2 *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and #3 *special reports*: none.
Explanatory documents: current Bond Program Budget and detailed schedules

2. DESIGN EXCELLENCE PROGRAM — DISCUSSION
Presentation of, and discussion of Bond Program Design Excellence Guidelines.
Explanatory document: Design Excellence Program Guidelines

3. LIBRARY 2002/2003 BUDGET UPDATE — ACTION
Presentation of and discussion of an update report on the 2002/03 Library Budget and possible action to approve Library requested modifications to its proposed 2002/03 Budget

4. PUBLIC COMMENT — DISCUSSION
(This item to allow members of the public to comment on matters within the Commission's purview as well as introduce new agenda for the Commission's consideration.)

5. ADJOURNMENT (motion and public comment required) — ACTION

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. 5/17/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

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Michael Housh, Commission Secretary 4/24/02

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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JUN 13 2002
SAN FRANCISCO
PUBLIC LIBRARY

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Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Tuesday, May 21, 2002.

The San Francisco Public Library Commission held a special meeting called by the Commission President on Tuesday, May 21, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:08 PM.

The following members were noted present: Commissioners Bautista, Chin, Higueras, and Steiman. Commissioners Coulter, Streets, and Swig were reported excused attendance.

AGENDA ITEM #1 LIBRARY SUPPORT SERVICES CENTER

(Explanatory documents: Support Services Building memo, Department of Public Works letter)

City Librarian Susan Hildreth presented the Commissioners with a detailed retrospective of the search to locate a site for the Systemwide Support Services Center. Ms. Hildreth recalled the POE (Post Occupancy Evaluation) of the Main Library's recommendation that such a facility be created and detailed the reasons that Brooks Hall had proven to be not an acceptable choice. The City Librarian pointed out that the current state of the commercial real estate market had resulted in a greatly increased availability of appropriate office buildings becoming available at prices within the amount available for this purpose. Ms. Hildreth reported that a purchase was now possible as a previous arrangement between the property owner and the Department of Human Services had fallen through due to state budget reductions. The City Librarian noted that the Board of Supervisors Finance Committee had already calendared acquisition of this building by the city for discussion and that Supervisor Peskin had been informed of the Library's interest in acquiring the building.

Deputy City Librarian Paul Underwood informed the Commissioners that he considered 945 Bryant Street to be a prime candidate in an excellent location with 41,000-sq. ft. of immediately usable space with only minor improvements needed. He further noted that it would be wise for the Library to purchase as much space as possible, reporting that the immediate need was for a 25,000-sq. ft. space. The Deputy City Librarian proved the Commissioners with a detailed review of the many properties that had been investigated for this use on behalf of the Library. Mr. Underwood then provided an extensive overview of 945 Bryant Street highlighting the many qualities that made it an almost ideal choice including: that it was fully wired; the ease of loading with no need for materials to be moved by elevator; a great amount of space for future expansion on two additional floors; 29 off street parking spaces; the cost was within range of the budget; that it was fully furnished and the office furniture was available at a low price; that it was well served by 4 major transit lines; that it is relatively close to the Main Library; and that there were 14 restaurants in its immediate neighborhood.

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Deputy City Librarian then introduced Charlie Dunn of the Department of Real Estate, who provided additional details concerning useful aspects of this property for the Library. Mr. Dunn noted that the Library would own the building outright. In response to questions by President Higueras, Ms. Hildreth provided additional information concerning the situation with Brooks Hall, noting that the Library had essentially squatter's rights, that a formal lease arrangement was unlikely, and that there was unlikely to be any changes in the status of Brooks Hall in the near future.

In response to additional questions by President Higueras, Mr. Underwood asked Vivian Pisano, Library Chief of Technical Services, to inform the Commissioners concerning the extensive staff involvement with and input into the consideration of potential properties for a Support Services Center. Ms. Pisano reported that a variety of Technical Services staff members had reviewed and in some cases visited potential locations. In addition, Ms. Pisano reported that there had been a general meeting of Technical Services staff to discuss options and that photos of potential locations had been posted on StaffN et providing opportunities for those with concerns to email or phone them in.

Public comment on AGENDA ITEM #1 LIBRARY SUPPORT SERVICES CENTER

An anonymous member of the public commented that this was a stealth bomber, that explanatory documents were unclear, and questioned the description and potential costs of the item related to this property pending before the Board of Supervisors Finance Committee. This individual suggested that there was serious traffic gridlock in that area. Mr. Ed Regan commented that he had visited the building and found it impressive and large. Mr. Regan remarked that the building would serve the purposes well. Mr. Peter Warfield expressed concern at the haste with which this matter was being addressed, noting that there had been multiple meetings when branch library locations were being considered and that the documentation concerning this matter had only been available at the last minute. Mr. Warfield thought the building too large, not in a good location, with poor transit access, and expressed concern that Technical Services would be moved away from the Main Library.

Commission comment on AGENDA ITEM #1 LIBRARY SUPPORT SERVICES CENTER

Vice President Steiman observed that the proposed building was only four and half blocks away from the Main Library, which did not seem too far. The City Librarian explained the circumstances of the Library being substituted for the Department of Human Services on the item related to the city's acquisition of 945 Bryant Street pending before the Board of Supervisors Finance Committee. Ms. Hildreth noted that the City Attorney had advised Supervisor Peskin that it was appropriate and that the Board's Budget Analyst did not intend to make a report on this matter. She further noted that the Supervisors would only take action on this matter after the terms of a purchase had been negotiated. Charlie Dunn of the Department of Real Estate reported that the Board of Supervisors calendar would be fully

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

occupied with city budget matters in the coming months and that this agenda item was acting as a placeholder to keep the city's acquisition process on course. Mr. Dunn noted that this was a quality building that was sure to sell. President Higueras pointed out that there was a lengthy timeline to purchase property, but that because the Library had Bond Program funds available, the process could be moved along more quickly. Mr. Dunn reported that the final asking amount was under ongoing discussion and that he would report it back to the Commission.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman to request the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Library Systemwide Support Services Center.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #2 ADJOURNMENT

MOTION: by Commissioner Steiman, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of former Library Commissioner Norman Wexler.

Public comment on Agenda item #2 ADJOURNMENT

An anonymous member of the public noted the passing of former Library Commissioner Norman Wexler suggesting that the Commission might wish to adjourn in his memory. This person noted that former Commissioner Wexler had been President and CEO of I. Magnin Corp. and that his obituary had been reported in the New York Times.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The meeting was adjourned at 4:54PM.

Michael Housh, Commission Secretary 5/31/02

The number of members of the public who spoke anonymously at this meeting. 1

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Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
pew
Deputy City Librarian

SUBJECT: Support Services Building

DATE: May 20, 2002

Background
The current location of Technical Services and some other indirect public services is on the first floor of the Main Library. The Post Occupancy Evaluation (P.O.E.) recommended that Technical Services, and other indirect public services, be relocated to another facility to make room for renovating existing back-of-house first floor space to be used for direct public service. The first floor is prime real estate and was recognized in the POE as offering a significant correction to the public's access to materials. In 2000, Cy Silver & Associates, a library facilities planning consultant, evaluated the current and future needs of several non-public services. That report recommended that 23,000 gross square feet should be dedicated to meet the long term needs of those services.

Proposition A, passed in November 2000, included $8.6 million for either a partial retrofit of Brooks Hall to serve as the location for these support services, or purchase of a facility to house these support services. Earlier this year, the City determined that Brooks Hall should not be upgraded for this purpose or any other purpose. This decision, along with the collapse of the dot.com industry, allowed library administration to focus on the purchase of a building to serve as the Support Services Center.

Recommendation
Staff is recommending that the Commission approve entering into a Letter of Intent to purchase 945 Bryant Street. The facility is located between 7th and 8th Streets, close to the Hall of Justice. The space is on three floors, totaling 41,000 square feet. This property was initially second on the list preferred by staff and library administration (680 2nd Street was first on the list, *see below*) but has now risen to first priority. At the time library staff toured 945 Bryant, the Department of Human Services was already in negotiation with the property owner for a long-term lease of 945 Bryant. Therefore, the Library Department withdrew consideration of this property. However, on May 15, 2002, the Department of Human Services was forced to withdraw from completed negotiations due to pending budget reductions announced on behalf of the Governor's Office.

Key points regarding 945 Bryant

- Loading dock runs about 2/3 of the rear side of the building – easy off/on loading
- No elevator needed for materials to reach their first point of activity. Simply unload from truck and wheel in to Receiving for unpacking and sorting.
- The building was renovated and upgraded recently and is technologically fully wired.
- Square footage size allows for evaluation of space of the third floor (11,000 sf) for storage or relocation of additional services out of the Main Library.
- Attainable within the budget allocated of approximately $8.2 million for acquisition.
- The Finance Committee of the Board of Supervisors may be supportive of exploring this option.
- There is off-street parking available for library use.
- Existing furniture is available at a nominal price.
- There are at least 14 restaurants (attached) located within easy walking distance of 945 Bryant.
- Transit lines that serve the area are the 27 Bryant, 12 Folsom, 19 Polk, and 47 Van Ness (see attached map).

Other Buildings Evaluated

As with 945 Bryant, a group comprised of representatives from library administration and staff from the support services functions that would be relocated visited seven other buildings.

Criteria for selection included:

- Adequate functional space for support services
- Potential for locating additional library services
- Within budget -- $8.6 million (total of all expenses)
- Location – public transit access, distance from the Main Library, safety, public amenities

680 2nd Street

61,554 square feet on five floors. Complex proposal with a land lease with 96 years remaining at $250,000 yearly. Asking price was above amount budgeted for purchase and also was for purchase of building only, not land. Poorly designed for off-loading trucks. Every delivery would require the use of an elevator to arrive at first destination.

840 Brannon

48,826 square feet on two floors. New construction delivered in shell condition. Cost significantly above amount budgeted for purchase. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

570 Townsend
24,000 square feet on one floor. Low quality of construction. Concrete pad floor uneven from original space to later addition made to building. Not viable.

540 9th Street
42,346 square feet on two floors. Sloping concrete first floor, floor uneven, off loading of deliveries problematic, poor quality of construction. Not viable.

1501 Mariposa
54,171 square feet on four floors. Issues include lack of adequate public transportation, distance from the Main Library, one elevator, every delivery would require the use of an elevator to arrive at first destination.

1667 Market
34,000 square feet on two floors. Close to Main Library a plus. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

1475 Mission
26,000 square feet on one floor, 20,000 sf on one level with a mezzanine of 5,500 sf. Includes entire 7th floor of 7-story building. Close to Main Library a plus. Every delivery would require the use of an elevator to arrive at first destination. A separate lobby entrance uniquely for the 7th floor is off Mission Street. A standard freight elevator is dedicated to be an express elevator to the 7th floor. Therefore, this space is independent of the uses of the other 6 floors.

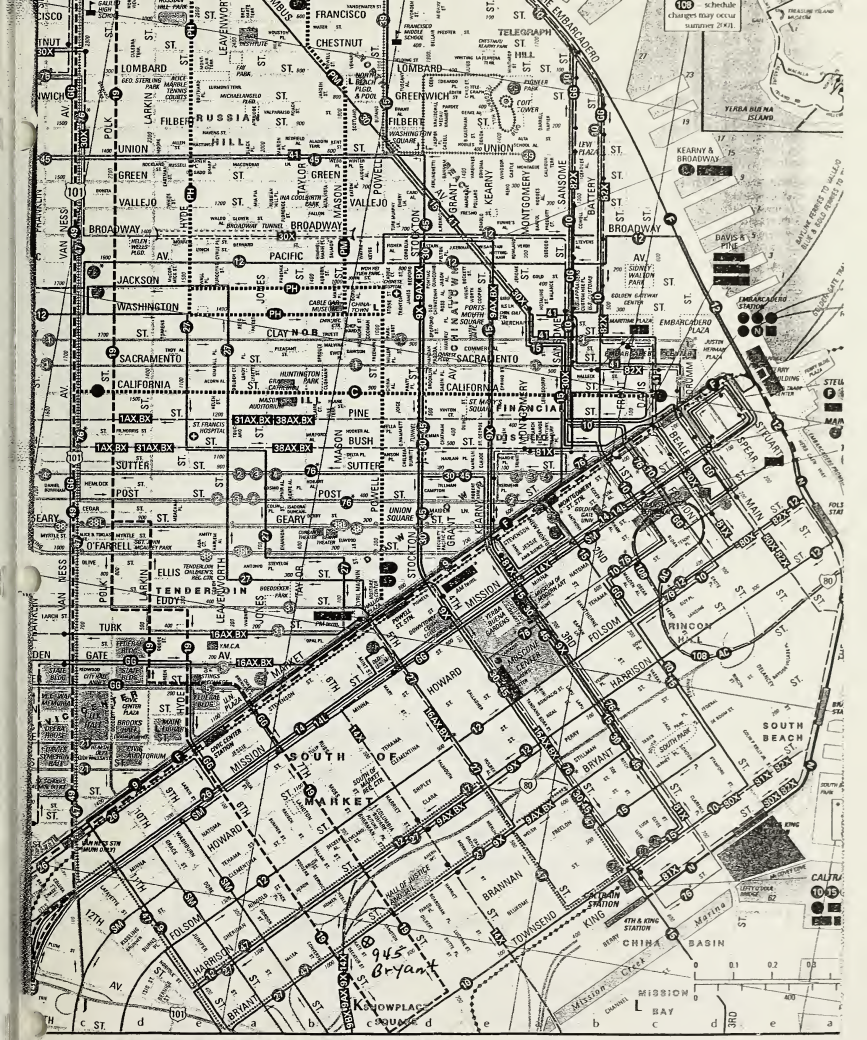
945 BRYANT STREET

RESTAURANTS:

1. Caffe Roma 885 Bryant
2. Deli Leon 855 Bryant
3. Fanny's Restaurant 1008 Bryant (Chinese)
4. Flower Market Café 698 Brannon @ 6th Street
5. Gin Joint 312 Harriet @ Bryant
6. Henry's Hunan Restaurant 1016 Bryant
7. Julie's Kitchen 680 8th Street @ Brannon
8. McDonald's 820 Bryant
9. Miriam's Place 480 6th Street @ Bryant (Thai & American)
10. Pavilion Café 888 Brannon @ 8th Street (GiftCenter)
11. Peet's Coffee & Tea 888 Brannon (GiftCenter)
12. Sarah's Café 498 5th Street @ Bryant
13. Susie's Café 603 7th Street @ Brannon
14. Tacorico Taqueria Restaurant 525 7th Street @ Brayant

BUS ROUTES:

- 27 Bryant
- 12 Folsom
- 19 Polk
- 47 Van Ness



108 - schedule changes may occur summer 2001.
FRANCISCO
CHESTNUT
LOMBARD
GREENWICH
FILBERT
UNION
GREEN
VALLEJO
BROADWAY
PACIFIC
JACKSON
WASHINGTON
CLAY
SACRAMENTO
CALIFORNIA
PINE
BUSH
SUTTER
POST
GEARY
O'FARRELL
ELLIS
EDDY
TURK
GATE
RUSSIAN HILL
TELEGRAPH HILL
CHINATOWN
FINANCIAL DISTRICT
TENDERLOIN
SOUTH OF MARKET
SOUTH BEACH
RINCON HILL
CHINA BASIN
MISSION BAY
KEARNY & BROADWAY
DAVIS & PINE
EMBARCADERO PLAZA
YERBA BUENA ISLAND
945 Bryant

945 BRYANT
BUILDING DESIGN AND CONSTRUCTION DETAILS

Assessor's Parcel Number: Block 3780 Lot No. 79

Construction: Concreto columns and precast concrete exterior walls

Foundation: Concrete slab with spread footings

Floor Plates:

Floor	NRA S.F.	Ceiling Height
Ground	14,520	14'
Second	14,520	11'6"
Third	11,370	10'6"
Total	40,410	

Column Spacing: 20'2" x 19'7"

Elevator: One fully ADA gurney-accessible passenger elevator with a 3,000 lb. capacity

Fire Stairs: The Property has two internal staircases located at the northeast corner and southeast corners of the building, respectively.

Electrical: Electrical service is provided by Pacific Gas & Electric. The main electrical panel with 277/480 volt-1,200 amps capacity is located on the main level. All electrical and high-speed data cable has been distributed throughout the space. A high capacity server room with FM gaseous fire protection/suppression system is located on the third floor.

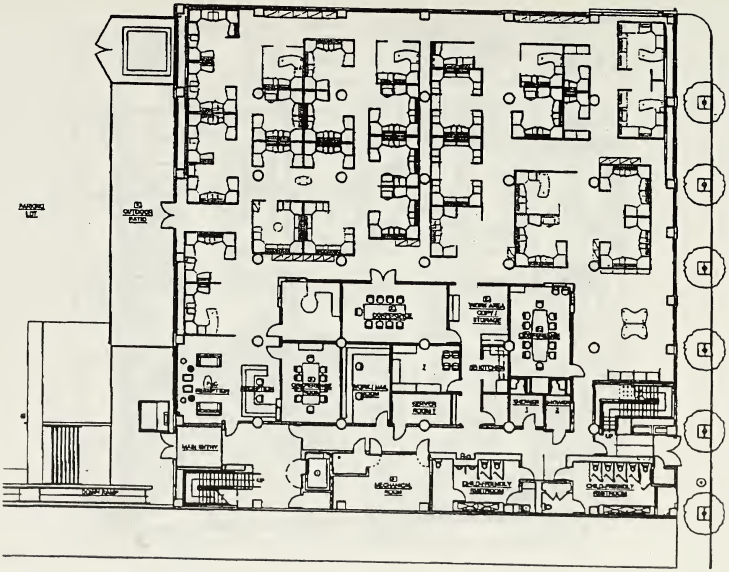
Gas: Gas service is provided by Pacific Gas & Electric Company

Restrooms: One set of ADA-compliant restrooms is located on each floor. A handicapped accessible shower is located on the first floor.

HVAC: Three units that total 92 tons distribute air conditioning to the three floors. The boiler provides 825,000 BTUs.

Fire Sprinklers: All three floors, including all common areas, are fully sprinklered.

Security System: State-of-the-art building security system, complete with key card access.



EXISTING GROUND FLOOR PLAN

SF FAC : SF CPC

945 BRYANT STREET

SAN FRANCISCO, CALIFORNIA

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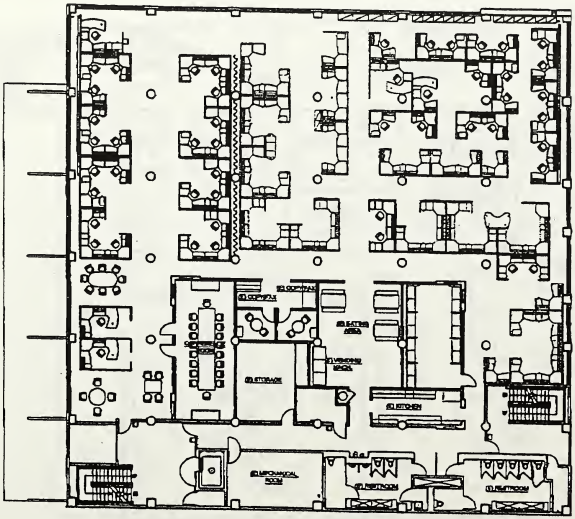

EXISTING SECOND FLOOR PLAN

SF FAC : SF CPC

945 BRYANT STREET

SAN FRANCISCO, CALIFORNIA

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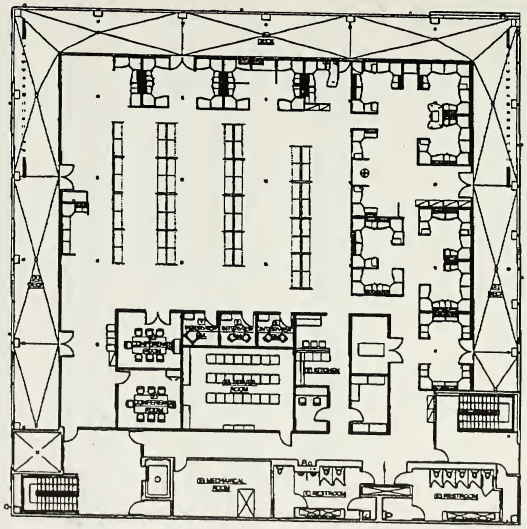

EXISTING THIRD FLOOR PLAN

SF FAC : SF CPC

945 BRYANT STREET

SAN FRANCISCO, CALIFORNIA

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City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Mark Dorian, Interim Bureau Manager

May 21, 2002

Ms. Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: 945 Bryant Street

Dear Ms. Hildreth:

On May 20, Charlie Dunn of the San Francisco Real Estate Department arranged for me to inspect the building at 945 Bryant Street to evaluate it's suitability for use by the Library Technical Services Department.

The building has been recently renovated to a very high standard. The renovation included seismic bracing, replacement of the mechanical and electrical systems and the addition of a third floor of office space. The building has a new accessible ramp to the main entrance, accessible toilets and showers and new accessible elevators. The quick inspection revealed only one minor problem related to ADA that would need to be corrected. The room identification signs were located on the doors rather than on the walls beside the doors

Each floor consists of an open office area surrounding a central service core which contains a kitchen, conference rooms , electrical, telephone and computer rooms. The stairs, elevators and toilets are located along the north side of the building and are separated from the office areas by a fire-rated corridor.

The spaces in the building could easily accommodate the space requirements of the department as delineated in the program prepared by Cy Silver & Assoc. with very little renovation. The workstations that are included in the building are similar in size and layout to the ones in the existing department and could be easily modified to accommodate the specific needs of the department. Since the building was formerly a warehouse, the first and second floors are strong enough to support loaded bookshelves and the rear of the building has a raised terrace which was formerly the loading dock. A portion of the terrace could be reconverted into a loading dock by installing a mechanical dock lift for approximately $50,000.

Based upon my visit to the site and a quick review of the building plans and the program for the department, I think that the building is very well suited for the use of the Technical Services Department and that the department could move in with a minimum of expense for renovation of the spaces.

Sincerely,

Philip E. Sowers

Philip Sowers
Senior Architect

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Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Connie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, May 21, 2002.
(As approved corrected June 20, 2002)

The San Francisco Public Library Commission held a special meeting called by the Commission President on Tuesday, May 21, 2002 in the Koret Auditorium, Main Library.

President Higueras called the meeting to order at 4:08 PM.

The following members were noted present: Commissioners Bautista, Chin, Higueras, and Steiman. Commissioners Coulter, Streets, and Swig were reported excused attendance.

AGENDA ITEM #1 LIBRARY SUPPORT SERVICES CENTER

(Explanatory documents: Support Services Building memo, Department of Public Works letter)
City Librarian Susan Hildreth presented the Commissioners with a detailed retrospective of the search to locate a site for the Systemwide Support Services Center. Ms. Hildreth recalled the POE (Post Occupancy Evaluation) of the Main Library's recommendation that such a facility be created and detailed the reasons that Brooks Hall had proven to be not an acceptable choice. The City Librarian pointed out that the current state of the commercial real estate market had resulted in a greatly increased availability of appropriate office buildings becoming available at prices within the amount available for this purpose. Ms. Hildreth reported that a purchase was now possible as a previous arrangement between the property owner and the Department of Human Services had fallen through due to state budget reductions. The City Librarian noted that the Board of Supervisors Finance Committee had already calendared acquisition of this building by the city for discussion and that Supervisor Peskin had been informed of the Library's interest in acquiring the building.

Deputy City Librarian Paul Underwood informed the Commissioners that he considered 945 Bryant Street to be a prime candidate in an excellent location with 41,000-sq. ft. of immediately usable space with only minor improvements needed. He further noted that it would be wise for the Library to purchase as much space as possible, reporting that the immediate need was for a 25,000-sq. ft. space. The Deputy City Librarian proved the Commissioners with a detailed review of the many properties that had been investigated for this use on behalf of the Library. Mr. Underwood then provided an extensive overview of 945 Bryant Street highlighting the many qualities that made it an almost ideal choice including: that it was fully wired; the ease of loading with no need for materials to be moved by elevator; a great amount of space for future expansion on two additional floors; 29 off street parking spaces; the cost was within range of the budget; that it was fully furnished and the office furniture was available at a low price; that it was well served by 4 major transit lines; that it is relatively close to the Main Library; and that there were 14 restaurants in its immediate neighborhood.

The Deputy City Librarian then introduced Charlie Dunn of the Department of Real Estate, who provided additional details concerning useful aspects of this property for the Library. Mr. Dunn noted that the Library would own the building outright. In response to questions by President Higueras, Ms. Hildreth provided additional information concerning the situation with Brooks Hall, noting that the Library had essentially squatter's rights, that a formal lease arrangement was unlikely, and that there was unlikely to be any changes in the status of Brooks Hall in the near future.

In response to additional questions by President Higueras, Mr. Underwood asked Vivian Pisano, Library Chief of Technical Services, to inform the Commissioners concerning the extensive staff involvement with and input into the consideration of potential properties for a Support Services Center. Ms. Pisano reported that a variety of Technical Services staff members had reviewed and in some cases visited potential locations. In addition, Ms. Pisano reported that there had been a general meeting of Technical Services staff to discuss options and that photos of potential locations had been posted on StaffN et providing opportunities for those with concerns to email or phone them in.

Public comment on AGENDA ITEM #1 LIBRARY SUPPORT SERVICES CENTER

An anonymous member of the public commented that this was a stealth bomber, that explanatory documents were unclear, and questioned the description and potential costs of the item related to this property pending before the Board of Supervisors Finance Committee. This individual suggested that there was serious traffic gridlock in that area. Mr. Ed Regan commented that he had walked by the building and found it impressive and large. Mr. Regan remarked that the building would serve the purposes well. Mr. Peter Warfield expressed concern at the haste with which this matter was being addressed, noting that there had been multiple meetings when branch library locations were being considered and that the documentation concerning this matter had only been available at the last minute. Mr. Warfield thought the building too large, not in a good location, with poor transit access, and expressed concern that Technical Services would be moved away from the Main Library.

Commission comment on AGENDA ITEM #1 LIBRARY SUPPORT SERVICES CENTER

Vice President Steiman observed that the proposed building was only four and half blocks away from the Main Library, which did not seem too far. The City Librarian explained the circumstances of the Library being substituted for the Department of Human Services on the item related to the city's acquisition of 945 Bryant Street pending before the Board of Supervisors Finance Committee. Ms. Hildreth noted that the City Attorney had advised Supervisor Peskin that it was appropriate and that the Board's Budget Analyst did not intend to make a report on this matter. She further noted that the Supervisors would only take action on this matter after the terms of a purchase had been negotiated. Charlie Dunn of the Department of Real Estate reported that the Board of Supervisors calendar would be fully

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

occupied with city budget matters in the coming months and that this agenda item was acting as a placeholder to keep the city's acquisition process on course. Mr. Dunn noted that this was a quality building that was sure to sell. President Higueras pointed out that there was a lengthy timeline to purchase property, but that because the Library had Bond Program funds available, the process could be moved along more quickly. Mr. Dunn reported that the final asking amount was under ongoing discussion and that he would report it back to the Commission.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman to request the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Library Systemwide Support Services Center.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

AGENDA ITEM #2 ADJOURNMENT

MOTION: by Commissioner Steiman, seconded by Commissioner Chin that the meeting be adjourned In Memoriam of former Library Commissioner Norman Wechsler.

Public comment on Agenda item #2 ADJOURNMENT

An anonymous member of the public noted the passing of former Library Commissioner Norman Wechsler suggesting that the Commission might wish to adjourn in his memory. This person noted that former Commissioner Wechsler had been President and CEO of I. Magnin Corp. and that his obituary had been reported in the New York Times.

ACTION: AYE 4-0 (Bautista, Chin, Higueras, and Steiman)

The meeting was adjourned at 4:54PM.

Michael Housh, Commission Secretary 6/21/02

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Special Meeting, May 21, 2002

Item 1:
Library Support Services Center

"The stealth bomber hit a bull's-eye on this one.

The explanatory documents description on the agenda are of unknown date, title or number.

Not only that, but there appears to be a complete disconnect between those documents and what you are being told here. This is before the Supervisor's Finance Committee tomorrow. Last week the library was literally penciled in over the Department of Human Services. The documentation in the Supervisor's file is about the other department is a ten-year lease.

Everyone will love this building if they like industrial chic. The transportation consideration is not the adjacent bus lines but the total gridlock that is the result of the freeway on-ramp across the street.

We are told this is a purchase, but there is no cost-benefit analysis or any other analysis that should be in the documentation."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Special Meeting, May 21, 2002

Item 2:
Adjournment

"Following the commission's tradition of adjourning in honor of people who have passed away, I would like to suggest the name of Norman Wechsler.

Mr. Wechsler served very recently even though I don't believe any you served with him. Mr. Wechsler came in when a commission president decided to clean out the old commissioners. That was the occasion when Mayor Frank Jordan fired almost all of the library commissioners.

Mr. Wechsler, typical of that group, was a Republican who lived in Palo Alto and re-registered at his San Francisco pied-a-terre to put the commission on his resume.

His obituary appeared in last Thursday's New York Times. He was president and Chairman of the Board of I. Magnin so he had a distinguished career in retail.

He served on the library commission during a critical period and like other library commissioners, we should adjourn in his honor."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood
pew
Deputy City Librarian

SUBJECT: Support Services Building

DATE: May 20, 2002

Background
The current location of Technical Services and some other indirect public services is on the first floor of the Main Library. The Post Occupancy Evaluation (P.O.E.) recommended that Technical Services, and other indirect public services, be relocated to another facility to make room for renovating existing back-of-house first floor space to be used for direct public service. The first floor is prime real estate and was recognized in the POE as offering a significant correction to the public's access to materials. In 2000, Cy Silver & Associates, a library facilities planning consultant, evaluated the current and future needs of several non-public services. That report recommended that 23,000 gross square feet should be dedicated to meet the long term needs of those services.

Proposition A, passed in November 2000, included $8.6 million for either a partial retrofit of Brooks Hall to serve as the location for these support services, or purchase of a facility to house these support services. Earlier this year, the City determined that Brooks Hall should not be upgraded for this purpose or any other purpose. This decision, along with the collapse of the dot.com industry, allowed library administration to focus on the purchase of a building to serve as the Support Services Center.

Recommendation
Staff is recommending that the Commission approve entering into a Letter of Intent to purchase 945 Bryant Street. The facility is located between 7th and 8th Streets, close to the Hall of Justice. The space is on three floors, totaling 41,000 square feet. This property was initially second on the list preferred by staff and library administration (680 2nd Street was first on the list, *see below*) but has now risen to first priority. At the time library staff toured 945 Bryant, the Department of Human Services was already in negotiation with the property owner for a long-term lease of 945 Bryant. Therefore, the Library Department withdrew consideration of this property. However, on May 15, 2002, the Department of Human Services was forced to withdraw from completed negotiations due to pending budget reductions announced on behalf of the Governor's Office.

Key points regarding 945 Bryant

- Loading dock runs about 2/3 of the rear side of the building – easy off/on loading
- No elevator needed for materials to reach their first point of activity. Simply unload from truck and wheel in to Receiving for unpacking and sorting.
- The building was renovated and upgraded recently and is technologically fully wired.
- Square footage size allows for evaluation of space of the third floor (11,000 sf) for storage or relocation of additional services out of the Main Library.
- Attainable within the budget allocated of approximately $8.2 million for acquisition.
- The Finance Committee of the Board of Supervisors may be supportive of exploring this option.
- There is off-street parking available for library use.
- Existing furniture is available at a nominal price.
- There are at least 14 restaurants (attached) located within easy walking distance of 945 Bryant.
- Transit lines that serve the area are the 27 Bryant, 12 Folsom, 19 Polk, and 47 Van Ness (see attached map).

Other Buildings Evaluated

As with 945 Bryant, a group comprised of representatives from library administration and staff from the support services functions that would be relocated visited seven other buildings.

Criteria for selection included:

- Adequate functional space for support services
- Potential for locating additional library services
- Within budget -- $8.6 million (total of all expenses)
- Location – public transit access, distance from the Main Library, safety, public amenities

680 2nd Street

61,554 square feet on five floors. Complex proposal with a land lease with 96 years remaining at $250,000 yearly. Asking price was above amount budgeted for purchase and also was for purchase of building only, not land. Poorly designed for off-loading trucks. Every delivery would require the use of an elevator to arrive at first destination.

840 Brannon

48,826 square feet on two floors. New construction delivered in shell condition. Cost significantly above amount budgeted for purchase. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

570 Townsend
24,000 square feet on one floor. Low quality of construction. Concrete pad floor uneven from original space to later addition made to building. Not viable.

540 9th Street
42,346 square feet on two floors. Sloping concrete first floor, floor uneven, off loading of deliveries problematic, poor quality of construction. Not viable.

1501 Mariposa
54,171 square feet on four floors. Issues include lack of adequate public transportation, distance from the Main Library, one elevator, every delivery would require the use of an elevator to arrive at first destination.

1667 Market
34,000 square feet on two floors. Close to Main Library a plus. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

1475 Mission
26,000 square feet on one floor, 20,000 sf on one level with a mezzanine of 5,500 sf. Includes entire 7th floor of 7-story building. Close to Main Library a plus. Every delivery would require the use of an elevator to arrive at first destination. A separate lobby entrance uniquely for the 7th floor is off Mission Street. A standard freight elevator is dedicated to be an express elevator to the 7th floor. Therefore, this space is independent of the uses of the other 6 floors.

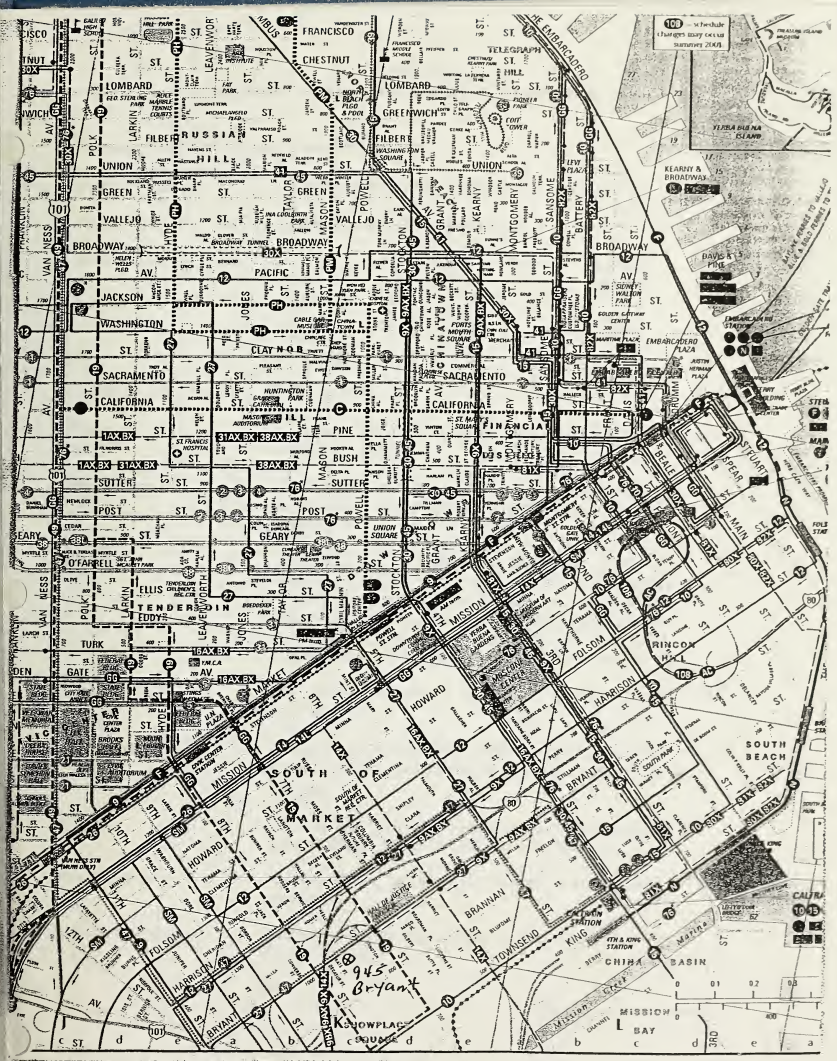
945 BRYANT STREET

RESTAURANTS:

1. Caffe Roma 885 Bryant
2. Deli Leon 855 Bryant
3. Fanny's Restaurant 1008 Bryant (Chinese)
4. Flower Market Café 698 Brannon @ 6th Street
5. Gin Joint 312 Harriet @ Bryant
6. Henry's Hunan Restaurant 1016 Bryant
7. Julie's Kitchen 680 8th Street @ Brannon
8. McDonald's 820 Bryant
9. Miriam's Place 480 6th Street @ Bryant (Thai & American)
10. Pavilion Café 888 Brannon @ 8th Street (GiftCenter)
11. Peet's Coffee & Tea 888 Brannon (GiftCenter)
12. Sarah's Café 498 5th Street @ Bryant
13. Susie's Café 603 7th Street @ Brannon
14. Tacorico Taqueria Restaurant 525 7th Street @ Brayant

BUS ROUTES:

- 27 Bryant
- 12 Folsom
- 19 Polk
- 47 Van Ness



108 - schedule changes may occur summer 2001
FRANCISCO
CHESTNUT
LOMBARD
GREENWICH
FILBERT
RUSSIAN HILL
UNION
GREEN
VALLEJO
BROADWAY
PACIFIC
JACKSON
WASHINGTON
CLAY
SACRAMENTO
CALIFORNIA
PINE
BUSH
SUTTER
POST
GEARY
O'FARRELL
ELLIS
EDDY
TURK
GATE
TENDERLOIN
TELEGRAPH HILL
KEARNY & BROADWAY
DAVIS & PINE
EMBARCADERO PLAZA
FINANCIAL DISTRICT
UNION SQUARE
MISSION
HOWARD
FOLSOM
HARRISON
BRYANT
BRANNAN
TOWNSEND
KING
RINCON HILL
SOUTH BEACH
SOUTH OF MARKET
CHINA BASIN
MISSION BAY
SHOWPLACE SQUARE
945 Bryant

945 BRYANT
BUILDING DESIGN AND CONSTRUCTION DETAILS

Assessor's Parcel Number: Block 3780 Lot No. 79

Construction: Concreto columns and precast concrete exterior walls

Foundation: Concrete slab with spread footings

Floor Plates:

Floor	NRA S.F.	Ceiling Height
Ground	14,520	14'
Second	14,520	11'6"
Third	11,370	10'6"
Total	40,410	

Column Spacing: 20'2" x 19'7"

Elevator: One fully ADA gurney-accessible passenger elevator with a 3,000 lb. capacity

Fire Stairs: The Property has two internal staircases located at the northeast corner and southeast corners of the building, respectively.

Electrical: Electrical service is provided by Pacific Gas & Electric. The main electrical panel with 277/480 volt-1,200 amps capacity is located on the main level. All electrical and high-speed data cable has been distributed throughout the space. A high capacity server room with FM gaseous fire protection/suppression system is located on the third floor.

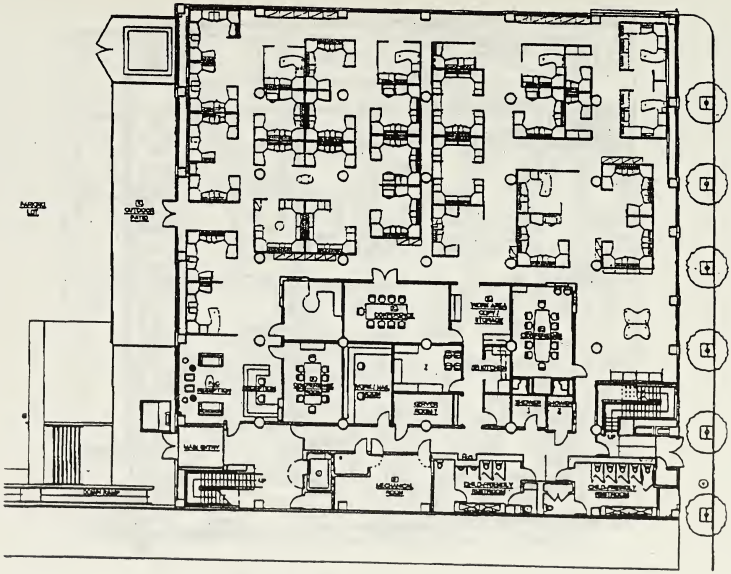
Gas: Gas service is provided by Pacific Gas & Electric Company

Restrooms: One set of ADA-compliant restrooms is located on each floor. A handicapped accessible shower is located on the first floor.

HVAC: Three units that total 92 tons distribute air conditioning to the three floors. The boiler provides 825,000 BTUs.

Fire Sprinklers: All three floors, including all common areas, are fully sprinklered.

Security System: State-of-the-art building security system, complete with key card access.



EXISTING GROUND FLOOR PLAN

SF FAC : SF CPC

945 BRYANT STREET

SAN FRANCISCO, CALIFORNIA

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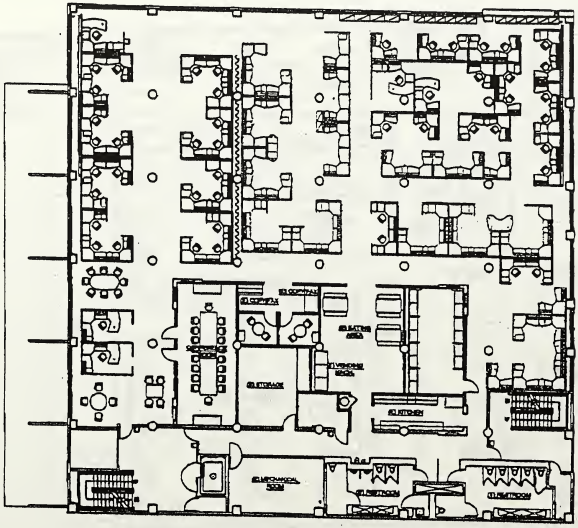

EXISTING SECOND FLOOR PLAN

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945 BRYANT STREET

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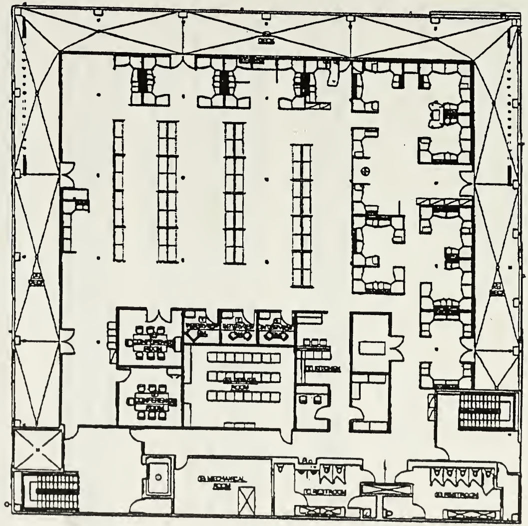

EXISTING THIRD FLOOR PLAN

SF FAC : SF CPC

945 BRYANT STREET

SAN FRANCISCO, CALIFORNIA

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City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Mark Dorian, Interim Bureau Manager

May 21, 2002

Ms. Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: 945 Bryant Street

Dear Ms. Hildreth:

On May 20, Charlie Dunn of the San Francisco Real Estate Department arranged for me to inspect the building at 945 Bryant Street to evaluate it's suitability for use by the Library Technical Services Department.

The building has been recently renovated to a very high standard. The renovation included seismic bracing, replacement of the mechanical and electrical systems and the addition of a third floor of office space. The building has a new accessible ramp to the main entrance, accessible toilets and showers and new accessible elevators. The quick inspection revealed only one minor problem related to ADA that would need to be corrected. The room identification signs were located on the doors rather than on the walls beside the doors

Each floor consists of an open office area surrounding a central service core which contains a kitchen, conference rooms , electrical, telephone and computer rooms. The stairs, elevators and toilets are located along the north side of the building and are separated from the office areas by a fire-rated corridor.

The spaces in the building could easily accommodate the space requirements of the department as delineated in the program prepared by Cy Silver & Assoc. with very little renovation. The workstations that are included in the building are similar in size and layout to the ones in the existing department and could be easily modified to accommodate the specific needs of the department. Since the building was formerly a warehouse, the first and second floors are strong enough to support loaded bookshelves and the rear of the building has a raised terrace which was formerly the loading dock. A portion of the terrace could be reconverted into a loading dock by installing a mechanical dock lift for approximately $50,000.

Based upon my visit to the site and a quick review of the building plans and the program for the department, I think that the building is very well suited for the use of the Technical Services Department and that the department could move in with a minimum of expense for renovation of the spaces.

Sincerely,

Philip E. Sowers

Philip Sowers
Senior Architect

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